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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 4, 1982

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Salomon
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee presided

MINUTES: Regular Meeting of December 21, 1981

Action: Approve.

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CLASSIFICATION AND PAY:

1558-81 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>
Angela Gittens 2145 Hospital Assoc. Administrator	Public Health

Action: Deny staff report. Approve request at Step 2.

1580-81 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
205-81/82	Art Commission	Michael Mosher
206-81/82	Art Commission	Cynthia Grace
207-81/82	Public Works	Higash Associates
208-81/82	Public Works	Econolite Corp.
209-81/82	Public Works	PRC Voorhees
210-81/82	Public Works	Paoletti/Lewitz/Associates
211-81/82	Public Works	F.W. Associates
212-81/82	Public Health	Harvard University, Work-Study Program
213-81/82	Public Health	San Francisco Family Health Services, Inc.
214-81/82	Public Health	San Francisco Family Health Services, Inc.
215-81/82	Public Health	John Romero
216-81/82	Public Health	Yvonne Deasy
217-81/82	Public Health	Judith A. Levine, R.D.
218-81/82	Public Health	Doris L. Grasshoff
219-81/82	Public Health	Betsy Blakeslee

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CLASSIFICATION AND PAY: (cont')

<u>1580-81 (CONT')</u>	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	220-81/82	Mayor's Economic Development Council	Patricia Glass
	221-81/82	Mayor's Economic Development Council	Debra Bogut
	222-81/82	Mayor's Economic Development Council	Dan Gardner
	223-81/82	Mayor's Office of Housing & Community Development	Martin Gustavson
	224-81/82	Controller	Advanced Ventures Inc.
	225-81/82	Controller	Analysts Intl. Corp.
	226-81/82	Controller	Bailey & Rose Ltd.
	227-81/82	Controller	Sierra Systems Consultants
	228-81/82	Public Utilities Commission	Public Management Consulting Associates
	229-81/82	Public Utilities Commission	Cynthia Beamon
	230-81/82	Public Utilities Commission	Wilbur Smith & Jefferson Assoc.
	231-81/82	Civil Service Commission/ Public Utilities Commission	Management & Personnel Systems, Inc.
	232-81/82	Civil Service Commission	Management & Resources Consulting Assoc. (Sheldon Zedeck, Ph.D.)

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F). (Calendar Item No. 5)

November 2, 1981: Over to the meeting of November 16, 1981.
November 16, 1981: Over to the meeting of December 7, 1981.
December 7, 1981: Over to the meeting of December 21, 1981.
December 21, 1981: Over to the meeting of January 4, 1982.

Action: Over to the meeting of March 15, 1982.

2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 6)

October 19, 1981: Over to the meeting of November 2, 1981.
November 2, 1981: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.
2. Approve all other requests.
November 16, 1981: Over to the meeting of December 7, 1981.

IN-SERVICE ACTIVITIES: (cont')

2756-81 December 7, 1981: Approve provisionally subject to further review at the meeting of January 4, 1982.
(CONT')
Action: Over to the meeting of January 18, 1982.

2914-81 Proposed amendment to Civil Service Commission Rule 21 - Annual Vacation - Temporary Employees. (Calendar Item No. 7)
December 21, 1981: Post for deletion at the meeting of January 4, 1982.
Action: Delete Rule 21.

2938-81 Commendation for Mr. Christopher Ransom, Class 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway. (Commissioner Salomon) (Calendar Item No. 8)
Action: Approve.

2939-81 Appeal of staff's denial of request for permanent status appointment from Gail Hemenway from Class 1314 Public Relations Officer to Class 1844 Senior Management Assistant. (Calendar Item No. 9)
Action: Off calendar. Appeal withdrawn.

2943-81 Request from the Department of Public Health to remove name of eligible from list CPE-1 for Class 2322 Head Nurse. (Calendar Item No. 10)
Action: Approve.

2944-81 Proposed amendments to Civil Service Commission Rule 18 - Status Rights, Section 18.11 - Layoff - Status appointees and Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.02 - Seniority - Defined. (Calendar Item No. 11)
Action: Post Section 18.11 for deletion and Section 32.02 for amendment on January 18, 1982.

MISCELLANEOUS:

3037-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 12)
Oral Authorization Numbers: 2147-2230 (Numbers 2152-2159 were not used)
Action: 1. Oral Authorization Numbers 2147, 2149, 2166 and 2214 severed and continued to January 18, 1982
 2. Approve all others.

RECRUITMENT AND EXAMINATION:

40367-81 Appeal of staff's denial of protest of oral examination for Classification 5278 Planner II. (Calendar Item No. 13)
Action: Over to the meeting of January 18, 1982.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Transition of temporary employees.
4. Litigation.
5. Status of Classification Survey.
6. Senior Management Service.
7. Follow-up on Commissioners' requests.
8. Presentation by the San Francisco Police Department.
(Over to the meeting of February 1, 1982)
9. Other matters which should be brought to the Commissioners' attention.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Over to the meeting of January 18, 1982.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

The Commission directed staff to prepare a report on a regular basis detailing which examinations are in process, the stage at which each examination is, and the staff member handling.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 4, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Winifred Arce, 2302 Orderly, 26/E-309, Department of Public Health, Laguna Honda Hospital, 11/3/81. (Calendar Item No. 18) (4)

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Over to the meeting of January 18, 1982.

Jesus Barragan, 1242 Personnel Analyst, LT, Public Utilities Commission, Bureau of Administration, 3/26/81. (Calendar Item No. 23) (6)

May 18, 1981: Over to the meeting of June 1, 1981.

June 1, 1981: Off calendar.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Off calendar:

Raymond Burden, 9163 Transit Operator, 207/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/16/81. (Calendar Item No. 15) (7)

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Clay P. Cael, 7372A Apprentice Stationary Engineer, 6/JAC Roster, Department of Public Works, Water Pollution Control, 11/30/81. (Calendar Item No. 19) (4)

Action: Off calendar. Mr. Cael to notify the Assistant Secretary when prepared to proceed.

Mark Cooney, 8301 Sheriff's Property Keeper, 2/E-2, Sheriff's Department, Civil, 12/21/81. (Calendar Item No. 34) (2)

Action: Over to the meeting of January 18, 1982.

Leonard Gage, 9163 Transit Operator, 1444/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/30/81. (Calendar Item No. 14) (7)

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: No future employment with the Public Utilities Commission.

Sidney Gotler, 7355 Truck Driver, 109/E-1, Department of Public Works, Street Cleaning, 11/18/81. (Calendar Item No. 35) (2)

Action: Future employment subject to review and approval of the General Manager, Personnel. No future employment with the Department of Public Works.

Monzell Harding, 7373 Senior Stationary Engineer, Sewage Plant, LT, Department of Public Works, Water Pollution Control, 12/14/81. (Calendar Item No. 30) (1)

Action: No restriction on future employment.

Elizabeth Harvey, Q-2 Police Officer, 254/E-93, San Francisco Police Department, 11/27/81. (Calendar Item No. 25) (6)

Action: No future employment in the uniformed ranks of the San Francisco Police Department.

George R. Hollie, 7372A Apprentice Stationary Engineer, 11/JAC Roster, Department of Public Works, Water Pollution Control, 11/30/81. (Calendar Item No. 20) (4)

Action: Dismiss from the Service. Not to be employed again by the Department of Public Works.

Wilmon S. Ingram, 7372A Apprentice Stationary Engineer, 4/JAC Roster, Department of Public Works, 11/30/81. (Calendar Item No. 21) (4)

Action: Over to the meeting of January 18, 1982.

Ruth James, 2320 Registered Nurse, 1/78, Department of Public Health, San Francisco General Hospital Medical Center, 4/28/81. (Calendar Item No. 17) (7)

August 3, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of January 4, 1982.

Action: Off calendar. To remain under waiver of all employment with the City and County pending final determination of future employment.

Altamara Minix, 1424 Clerk Typist, LT, Department of Public Health-Community Public Health Services, Records and Statistics, 11/25/81. (Calendar Item No. 32) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City County service. Not to be employed again by the Department of Public Health.

Janice Modeland, 2321 Institutional Registered Nurse, 9/E-605, Department of Public Health, San Francisco General Hospital Medical Center, 11/5/81. (Calendar Item No. 27) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 28) (1)

July 6, 1981:	Approve.
August 17, 1981:	Over to the meeting of September 14, 1981.
September 14, 1981:	Over to the meeting of October 5, 1981.
October 5, 1981:	Over to the meeting of October 19, 1981.
October 19, 1981:	Over to the meeting of November 16, 1981.
November 16, 1981:	Over to the meeting of December 7, 1981.
December 7, 1981:	Over to the meeting of December 21, 1981.
December 21, 1981:	Over to the meeting of January 4, 1982. The Commission indicated that this would be the final continuance.

Action: Over to the meeting of January 18, 1982.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 29) (1)

July 6, 1981:	Approve.
August 17, 1981:	Over to the meeting of September 14, 1981.
September 14, 1981:	Over to the meeting of October 5, 1981.
October 5, 1981:	Over to the meeting of October 19, 1981.
October 19, 1981:	Over to the meeting of November 16, 1981.
November 16, 1981:	Over to the meeting of December 7, 1981.
December 7, 1981:	Over to the meeting of December 21, 1981.
December 21, 1981:	Over to the meeting of January 4, 1982. The Commission indicated that this would be the final continuance.

Action: Over to the meeting of January 18, 1982.

Judith A. Raymond, Q-2 Police Officer, 77/E-94, San Francisco Police Department, 12/2/81. (Calendar Item No. 26) (6)

Action: Over to the meeting of January 18, 1982.

Dwight Shoals, 9163 Transit Operator, 74/E-100, Public Utilities Commission, San Francisco Municipal Railway, 10/28/81. (Calendar Item No. 16) (7)

November 16, 1981: . Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Over to the meeting of January 18, 1982.

Sylvia Stewart, 3320 Animal Keeper, 16/E-8, Recreation and Park Department, Zoo, 10/21/81. (Calendar Item No. 33) (2)

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel.

Michael Sutton, 2321 Institutional Registered Nurse, 4/E-610, Department of Public Health, San Francisco General Hospital Medical Center, 12/15/81. (Calendar Item No. 22) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Sylvester Thurman, 2709 School Custodian, LT, San Francisco Unified School District, 12/29/81. (Calendar Item No. 31) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

James L. Walker, 9163 Transit Operator, 516/E-111, Public Utilities Commission, San Francisco Municipal Railway, 10/14/81. (Calendar Item No. 24) (6)

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

Action: Remand for reconsideration.

5
1-18-82
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 18, 1982

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Salomon
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of January 4, 1982

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Action: Approve.

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CLASSIFICATION AND PAY:

1003-82 Appeal of staff's denial regarding the classification of one 7524 Institution Utility Worker position, Laguna Honda Hospital. (Calendar Item No. 3)

Action: Over to the meeting of February 17, 1982.

1004-82 Retitling and amending of three classifications in the Residential Environment Inspector Series. (Calendar Item No. 4)

Action: Adopt staff report.

1. Retitle Classes 6270 Residential Environment Inspector, 6272 Senior Residential Environment Inspector and 6274 Chief Residential Environment Inspector to Housing Inspector, Senior Housing Inspector and Chief Housing Inspector, respectively.
2. Adopt the three class specifications included in the staff report as amended; continue the status of the permanent incumbents.
3. Advise the department to amend its 1982-83 budget to reflect class title changes.

1005-82 Amendment of the specification for Class 8214 Parking Control Officer. (Calendar Item No. 5)

Action: Over to the meeting of February 1, 1982.

1009-82 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

NAME AND CLASS	DEPARTMENT	REQUESTED STEP	RECOMMENDATION
Jerry Evans 1880 Chief of Systems	Controller, EDP	5	Approve
Thomas Tucker 1880 Chief of Systems	Controller, EDP	5	Approve
Ruth Gonzales 2143 Hospital Assistant Administrator	Public Health	5	Deny

CLASSIFICATION AND PAY: (cont')1009-82
(CONT')

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Julie Craig 1663 Patient Account Supervisor	Public Health	5	Deny
Agnes Tom 1664 Patient Account Manager	Public Health	5	Deny
Wayne Clark 2248 Assistant Director Clinical Services II	Public Health	3	Deny
Albert T. Williams 2305 Psychiatric Technician	Public Health	4	Deny
Action:	1. Request on behalf of Wayne Clark over to the meeting of February 1, 1982. 2. Adopt remainder of staff report.		

1010-82 Establishment of a new Uniformed Rank in the San Francisco Fire Department.
(Calendar Item No. 7)

Action: Adopt staff report.

1. Establish a new class for a new position approved in the 1981-82 budget of the San Francisco Fire Department, H-19 Operations-Training Supervisor, Airport, J, \$1204B1204.
2. Authorize this new rank to be exempt from the Civil Service provisions of the Charter pursuant to Sections 3.540 and 3.542.
3. Advise the department to amend its 1982-83 budget to reflect the correct title for the new position as recommended.

1014-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
233-81/82	Art Commission	Dewey Crumpler
234-81/82	Public Works	Paul Rosenthal
235-81/82	Public Works	Eckbo-Kay
236-81/82	Public Works-Clean Water	Everett P. Brandon
237-81/82	Public Health	International Institute
238-81/82	Public Health	Catholic Social Service
239-81/82	Public Utilities Commission	Kaiser Engineering
240-81/82	Public Utilities Commission	O'Brien-Kreitzberg & Associate, Inc.

CLASSIFICATION AND PAY: (cont')

1014-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
241-81/82	Chief Administrative Officer	Robert Gamble
242-81/82	Airport	Salomon Brothers

Action: Approve. Notify the offices of the Controller and the Purchaser.

1015-82

Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Utilities Commission Dept. 40	1	1244 Senior Personnel Analyst Sch. 47.7 \$947B1147	Same - As a lead worker screens PUC classification requests prior to submission to Civil Service; plans, develops & implements Transit Operators performance evaluations system; reviews and responds to requests regarding wage & salary adjustments.
Public Works Dept. 90	1	5366 Engineering Associate II Sch. 45.1 \$838B1013	Same - Performs difficult sub-professional engineering work including investigations of street assessment projects, reviews for approval of private street plans & specifications; prepares street permits & other documents; position requires incumbent to work independently with minimal supervision.
S.F. Community College District Dept. 14	1	1424 Clerk Typist Sch. 32.5 \$465B560	1426 Senior Clerk Typist, Sch. 34.5 \$510B614, Supervises clerical operations of Financial Aid Office; assigns work to 3-1424 Clerk Typists & 6 work study students. Position requires initiative and independent judgement. Requested reclassification considered appropriate.

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2756-81 Requests for additional Designated Bilingual Positions. (Calendar Item No. 12)

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.
2. Approve all other requests.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Approve provisionally subject to further review at the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Over to the meeting of March 1, 1982.

2944-81 Proposed amendments to Civil Service Commission Rule 18 - Status Rights, Section 18.11 - Layoff - Status appointees and Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.02 - Seniority - Defined. (Calendar Item No. 11)

January 4, 1982: Post Section 18.11 for deletion and Section 32.02 for amendment on January 18, 1982.

Action: Over to the meeting of February 1, 1982.

2005-82 Appeals of disqualification in Bilingual Proficiency Test, Department of Social Services. (Calendar Item No. 13)

Action: 1. Appeal of Bouannark Thepkaysone over to the meeting of February 1, 1982.
2. Deny appeals of Eliza Lily Corrales and JoAnne Webber.

MISCELLANEOUS:

3037-81 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 14)

Oral Authorization Numbers: 2147-2230 (Numbers 2152-2159 were not used)

January 4, 1982: 1. Oral Authorization Numbers 2147, 2149, 2166 and 2214 severed and continued to January 18, 1982.
2. Approve all others.

Action: 1. Oral Authorization Number 2166 for Class 7355 Truck Driver, Recreation and Parks Department denied. The Commission directed the staff not to issue oral authorization in this class.
2. Approve all other Oral Authorizations.

3000-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 2231-2313

Action: 1. Oral Authorization Numbers 2252, 2304, 2305 2306, 2307 and 2308 severed and continued to the meeting of February 1, 1982.
2. Approve balance of Oral Authorization Numbers.

RECRUITMENT AND EXAMINATION:

40367-81 Appeal of staff's denial of protest of oral examination for classification 5278 Planner II. (Calendar Item No. 9)

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Over to the meeting of February 17, 1982.

40375-81 Q-2 Police Officer - Special Report. (Calendar Item No. 10)

Action: Sustain decision of the Police Department. Disqualify Lawrence J. Henderson in this examination for Class Q-2 Police Officer.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Transition of temporary employees.
4. Litigation.
5. Status of Classification Survey.
6. Senior Management Service.
7. Follow-up on Commissioners' requests.
8. Other matters which should be brought to the Commissioners' attention.

December 21, 1981: Over to the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of January 18, 1982.

No action taken.

COMMISSIONERS' NEW BUSINESS:

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 18, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Winifred Arce, 2302 Orderly, 26/E-309, Department of Public Health, Laguna Honda Hospital, 11/3/81. (Calendar Item No. 18) (4)

Action: Over to the meeting of January 4, 1982.

Action: Over to the meeting of January 18, 1982.

Action: Off calendar.

Anna L. Avery, 1706 Telephone Operator, 15/E-14, Public Defender Office, 12/30/81. (Calendar Item No. 24) (4)

Action: Over to the meeting of February 1, 1982.

Thomas Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations, 12/15/81. (Calendar Item No. 27) (6)

Action: Over to the meeting of February 1, 1982.

Ronald W. Campbell, 9163 Transit Operator, 73/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/30/81. (Calendar Item No. 25) (6)

Action: Over to the meeting of December 21, 1981.

Action: Over to the meeting of January 18, 1982.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Mark Cooney, 8301 Sheriff's Property Keeper, 2/E-2, Sheriff's Department, Civil Division, 11/21/81. (Calendar Item No. 17) (2)

Action: Over to the meeting of January 18, 1982.

Action: Return name to Holdover Roster without restriction.

James F. Cunningham, Q-2 Police Officer, 84/E-93, San Francisco Police Department, Support Services, 12/29/81. (Calendar Item No. 21) (4)

Action: Over to the meeting of February 1, 1982.

Tony Tung Dao, 2903 Eligibility Worker, 10/E-12, Department of Social Services, 12/8/81. (Calendar Item No. 35) (7)

Action: Over to the meeting of February 17, 1982.

John J. Day, 9163 Transit Operator, 59/E-99, Public Utilities Commission, San Francisco Municipal Railway, 12/12/81. (Calendar Item No. 34) (7)

Action: Over to the meeting of February 17, 1982.

Terese Farthing, 9744 Staff Assistant, LT, San Francisco Unified School District, 10/23/81. (Calendar Item No. 30) (6)

Action: Off calendar.

William Frazier, 8304 Deputy Sheriff, 283/E-9, Sheriff's Department, Jails, 12/18/81. (Calendar Item No. 22) (4)

Action: Over to the meeting of February 1, 1982.

Wilmon S. Ingram, 7372A Apprentice Stationary Engineer, 4/JAC Roster, Department of Public Works, 11/30/81. (Calendar Item No. 20) (4)

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Richard A. Isaac, 1802 Research Assistant, 5/E-4, Department of Public Health, Community Substance Abuse Services, 11/25/81. (Calendar Item No. 19) (4)

December 21, 1981: Over to the meeting of January 18, 1982.

Action: Over to the meeting of February 1, 1982.

Sumatra Jarrett, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 12/14/81. (Calendar Item No. 31) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Lee Andrew Jenkins, 9163 Transit Operator, 427/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/7/81. (Calendar Item No. 23) (4)

Action: Over to the meeting of February 1, 1982.

Edwin C.W. Lam, 5234 Junior Electrical Engineer, 1/E-26, Department of Public Works, Engineering, 12/29/81. (Calendar Item No. 29) (6)

Action: Over to the meeting of February 1, 1982.

Ingrid Miller, 9163 Transit Operator, 229/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/20/81. (Calendar Item No. 33) (7)

December 7, 1981: Over to the meeting of January 18, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of July 6, 1981: (Commissioners Lee, del Portillo and Powell):
Jeanette Morris, A259 Building Director, LT, Art Commission, Neighborhood Arts Program, 6/24/81. (Calendar Item No. 15) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982. The Commission indicated that this would be the final continuance.

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Sustain action of July 6, 1981 as amended to require the approval of the General Manager, Personnel for future employment after one year of satisfactory work experience outside the City and County service.

Michael K. Pierce, 2903 Eligibility Worker, 11/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 11/30/81. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of July 6, 1981:
(Commissioners Lee, del Portillo and Powell):
Angel Prout, A261 Office Manager, LT, Art Commission, Neighborhood
Arts Program; 6/24/81. (Calendar Item No. 16) (1)

July 6, 1981: Approve.

August 17, 1981: Over to the meeting of September 14, 1981.

September 14, 1981: Over to the meeting of October 5, 1981.

October 5, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.
The Commission indicated that this would
be the final continuance.

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Sustain action of July 6, 1981 as amended to require the
approval of the General Manager, Personnel for future
employment after one year of satisfactory work experience
outside the City and County service.

Judith A. Raymond, Q-2 Police Officer, 77/E-94, San Francisco Police
Department, 12/2/81. (Calendar Item No. 26) (6)

January 4, 1982: Over to the meeting of January 18, 1982.

Action: No future employment as a member of the uniformed ranks of
the San Francisco Police Department.

Dwight Shoals, 9163 Transit Operator, 74/E-100, Public Utilities Commission,
San Francisco Municipal Railway, 10/28/81. (Calendar Item No. 32) (7)

November 16, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of January 18, 1982.

Action: Over to the meeting of February 17, 1982. The Commission
indicated that this would be the final continuance.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 1, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

Present: Commissioner Lee
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Haile
Commissioner Texidor del Portillo
Commissioner Lee presided

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MINUTES: Regular Meeting of January 18, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1005-82 Amendment of the specification for Class 8214 Parking Control Officer.
(Calendar Item No. 15)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Amend the specification for Class 8214 Parking Control Officer as indicated in the staff report.

1009-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 16)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Wayne Clark 2248 Assistant Director Clinical Services II	Public Health	3	Off calendar. Request withdrawn

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Off calendar. Request withdrawn.

1035-82 Renumbering of sixteen (16) Civil Service classifications. (Calendar Item No. A)

<u>FROM</u>	<u>TO</u>
0587A Criminal Jury Coordinator	0587 Criminal Jury Coordinator
0638A Criminal Courts Coordinator	0638 Criminal Courts Coordinator
0640A Director, Family Court Services	0640 Director, Family Court Services
0657A Mental Health Coordinator	0657 Mental Health Coordinator
0682A Calendar Control Clerk	0682 Calendar Control Clerk
0683A Sr. Calendar Control Clerk	0683 Sr. Calendar Control Clerk
3632A Librarian II Fine Arts	3631 Librarian II Fine Arts
3632B Librarian II Asian Arts	3633 Librarian II Asian Arts
4261T Real Property Appraiser Trainee	4260 Real Property Appraiser Trainee
5280A Planner III Administrative	5281 Planner III Administrative
5280B Planner III Urban Design	5291 Planner III Urban Design
5280C Planner III Transportation	5293 Planner III Transportation

CLASSIFICATION AND PAY: (cont')

FROM

TO

1035-82 (CONT')	5282A Planner IV Urban Systems Analyst 7332A Apprentice Maintenance Machinist 7334A Apprentice Stationary Engineer 7372A Apprentice Stationary Engineer Sewage Plant	5296 Planner IV Urban Systems Analyst 7331 Apprentice Maintenance Machinist 7333 Apprentice Stationary Engineer 7375 Apprentice Stationary Engineer Sewage Plant
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Action: Adopt staff report as amended to correct the number of classes affected.

1. Renumber the sixteen (16) classes indicated in the staff report.
2. Amend all records relating to these classes and employees. These new code numbers are to be used in the 1982-83 budget process.

1036-82 Request to retitle and amend the class specifications for three Deputy Director positions at the Port of San Francisco. (Calendar Item No. B)

Action: Adopt staff report as amended verbally by the Commission to require maintenance of the current salary standardization benchmark.

1. Retitle Class 9383 Deputy Port Director to 9383 Director, Planning and Research.
2. Retitle Class 9384 Chief, Bureau of Administration and Finance, Port to 9384 Director, Finance and Administration and amend the specification as indicated.
3. Retitle Class 9388 Chief, Bureau of Maritime Activities to 9388 Director, Maritime.
4. Advise the department to amend their budget to reflect these title changes.

1040-82 Subject arising out of Salary Standardization for 1982-83, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by the departments and employee organizations in communications and meetings and discussions. (Calendar Item No. 20)

Action: Over to the meeting of February 17, 1982.

1042-82 Classification of four positions in the Department of Public Health, Central Office. (Calendar Item No. C)

Action: Adopt staff report.

1. Allocate four positions to Class 2586 Health Worker II (Sch. 30.6 \$426B512).
2. Delete four vacant positions enumerated in the budget as follows:
 - 1-1424 Clerk Typist (Sch. 32.5 \$465B560)
 - 1-2320 Registered Nurse (Sch. 42.5 \$742B895)
 - 1-2424 X-Ray Laboratory Aide (Sch. 34.6 \$512B617)
 - 1-2806 Disease Control Investigator (Sch. 38.9 \$625B755)
3. Amend Section 830702 of the Annual Salary Ordinance accordingly.

CLASSIFICATION AND PAY: (cont')

1043-82 Classification of one new position authorized in the 1980-81 budget for the San Francisco International Airport, Communications Division. (Calendar Item No. 17)

Action: Adopt staff report.

1. Establish a new classification of 9205 Airport Communications Coordinator (Sch. 47.1 \$920B1114).
2. Allocate one new position identified in the budget as A280 Emergency Communications Coordinator (J Rate \$899B1088) to the new class.
3. Amend Annual Salary Ordinance Section 27/00/00/001 accordingly.

1047-82 Request from Adult Probation Department for the suspension of Section 1.3 of the Annual Salary Ordinance. (Calendar Item No. 19)

Action: Approve request to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime to "Z" employees for the period requested, 1981-82.

1048-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 18)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
243-81/82	Civil Service Commission	Gerald Colvin, Ph.D.
244-81/82	Commission on Aging	Nancy Ruth
245-81/82	Police Department	Michael Johnson
246-81/82	Public Works-Clean Water	Woodward-Clyde Consultants
247-81/82	Public Health	Braun Optical Company
248-81/82	Public Health	Planned Parenthood-Alameda/San Francisco
249-81/82	Public Health	Health Sector Management, Inc.
250-81/82	Public Works	F.W. Associates
251-81/82	Controller	Ron Ho Associates
252-81/82	Airport	Morris Davis & Company

Action:

1. Contract Number 243-81/82 over to the meeting of February 17, 1982.
2. Approve all others. Notify the offices of the Controller and the Purchaser.

1062-82 Request for suspension of Section 1.3 of the Annual Salary Ordinance. (Juvenile Court) (Calendar Item No. 21)

Action: Adopt staff report. Approve request.

IN-SERVICE ACTIVITIES:

2944-81 Proposed amendments to Civil Service Commission Rule 18 - Status Rights, Section 18.11 - Layoff - Status appointees and Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.02 - Seniority - Defined. (Calendar Item No. 9)

January 4, 1982: Post Section 18.11 for deletion and Section 32.02 for amendment on January 18, 1982.

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Adopt.

2005-82 Appeals of disqualification in Bilingual Proficiency Test, Department of Social Services. (Calendar Item No. 10)

January 18, 1982: 1. Appeal of Bounnark Thepkaysone over to the meeting of February 1, 1982.
2. Deny appeals of Eliza Lily Corrales and JoAnne Webber.

Action: Over to the meeting of February 17, 1982.

2038-82 Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 13)

Action: 1. Over to the meeting of February 17, 1982.
2. All written material to be submitted to the Commission in advance of the next meeting.
3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

2041-82 Proposed charter amendment (First Draft), amending Sections 8.423 and 8.428 thereof, relating to the City contributing to a dental plan for City employees. File No. 551-81. (Calendar Item No. 7)

Action: Endorse proposed charter amendment; advise the Board of Supervisors accordingly.

2042-82 Requests for additional Designated Bilingual Positions. (Calendar Item No. 11)

Action: Over to the meeting of February 17, 1982.

2047-82 Request for approval to effect an internal transfer of funds, Civil Service Commission. (Calendar Item No. 14)

Action: Approve request to transfer \$426.00 from the Civil Service Commission Materials and Supplies account to the Equipment account in order to purchase four replacement tape recorders for use in the examination program.

2048-82 Request for reconsideration from Department of Public Works for oral authorization to hire two (2) non-Civil Service 7355 Truck Drivers. (Calendar Item No. 12)

Action: 1. Approve.
2. Staff directed to immediately schedule examination for Class 7355 Truck Driver and to submit examination plan as soon as possible.
3. Rescind action of January 18, 1982 imposing a freeze on OA's for Class 7355 Truck Driver.

IN-SERVICE ACTIVITIES: (cont')

2049-82 Charter amendment (First Draft), amending Section 8.300-1 thereof, relating to contracting out of City Services, specifying annual certification and modified competitive bidding. (Calendar Item No. 3)

Action: Endorse proposed charter amendment; advise the Board of Supervisors accordingly.

2050-82 Charter amendment (First Draft), amending Section 3.530 and adding Section 3.350-2 relating to the establishing of an office of citizen complaints in the Police Department. (Calendar Item No. 4)

Action: Notify the Board of Supervisors that the Civil Service Commission recommends that this amendment be modified to include salary setting under Section 8.407 of the Charter and that all employments should be filled through regular Civil Service procedures.

2053-82 Charter amendment (Fifth Draft) relating to Department of Public Health and the Health Advisory Board, and creating a Commission of Public Health. (Calendar Item No. 2)

Action: Off calendar - a sixth draft is currently pending.

2054-82 Charter amendment (First Draft) amending, renumbering and adding certain sections of the Charter, relating to the reorganization of the Public Utilities Commission, and creating a transportation commission. (Calendar Item No. 5)

Action: Off calendar.

2055-82 Charter amendments (First Draft) amending Section 3.670 relating to composition of the Retirement Board, and removing the Secretary-General Manager from the Civil Service Ranks. (Fourth Draft) amending Sections 3.670 and 3.672 relating to functions, powers and duties of the Retirement Board, the Secretary-General Manager and the Executive Secretary for the Retirement System. (Calendar Item No. 6)

Action: The Commission opposes the exemption of the Secretary-General Manager from the Civil Service provisions of the Charter.

2056-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 8)

Oral Authorization Numbers: 2231-2313

January 18, 1982: 1. Oral Authorization Numbers 2252, 2304, 2305, 2306, 2307 and 2308 severed and continued to the meeting of February 1, 1982.

2. Approve balance of Oral Authorization Numbers.

Action: Over to the meeting of February 17, 1982.

MISCELLANEOUS:

3003-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)

Oral Authorization Numbers: 2314-2454

Action: Approve.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No.1)

No business.

SPECIAL ORDER OF BUSINESS: 4:00 P.M.

Request from the Chief of Police to make a brief presentation concerning certain aspects of the training program for recruits at the San Francisco Police Academy. (Calendar Item No. 22)

Presentation made. No action taken.

SPECIAL ORDER OF BUSINESS: 2:00 P.M.

Mr. Michael Davis of the firm of Ralph Anderson and Associates gave a progress report on the status of the Administrator/Manager - Senior Management Service classification study currently underway.

SPECIAL ORDER OF BUSINESS:

1. Deny requests to take a make-up examination for Class 1220 Payroll Clerk and Class 1222 Senior Payroll Clerk administered on January 30, 1982.
2. Staff directed to delay the scheduling of key inspection whenever it can reasonably foresee the potential for requests for make-up examinations.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 1, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Anna L. Avery, 1706 Telephone Operator, 15/E-14, Public Defender Office, 12/30/81. (Calendar Item No. 25) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Off calendar.

Thomas P. Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations, 12/15/81. (Calendar Item No. 32) (6)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Off calendar. To remain under waiver of all employment pending final determination by the Civil Service Commission. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

Cecile Casey, 1424 Clerk Typist, 10/CPE-6, San Francisco Police Department, Support Services Bureau, 1/19/82. (Calendar Item No. 30) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Leon Coffey, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/14/82. (Calendar Item No. 24) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

James F. Cunningham, Q-2 Police Officer, 84/E-93, San Francisco Police Department, Support Services, 12/29/81. (Calendar Item No. 26) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Under waiver of application for and employment in Class Q-2 Police Officer until satisfactory completion of two years satisfactory work experience. Future employment subject to the review and approval of the General Manager, Personnel.

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 34) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Return to a non-Civil Service appointment in Class 7410, Public Utilities Commission up to maximum allowable duration.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Off calendar pending medical evaluation by a Commission designated physician.

Action: Over to the meeting of February 17, 1982.

William Frazier, 8304 Deputy Sheriff, 283/E-9, Sheriff's Department, Jails, 12/18/81. (Calendar Item No. 27) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Off calendar.

Richard A. Isaac, 1802 Research Assistant, 5/E-4, Department of Public Health, Community Substance Abuse Services, 11/25/81. (Calendar Item No. 28) (4)

December 21, 1981: Over to the meeting of January 18, 1982.

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Lee Andrew Jenkins, 9163 Transit Operator, 427/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/7/81. (Calendar Item No. 29) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Over to the meeting of February 17, 1982.

Willia, J. Kelly, Q-2 Police Officer, 10/E-87, San Francisco Police Department, Mission Station, 1/12/82. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Edwin C.W. Lam, 5234 Junior Electrical Engineer, 1/E-26, Department of Public Works, Engineering Division, 12/29/81. (Calendar Item No. 31) (6)

January 18, 1982: Over to the meeting of February 1, 1982.

Action: Remand to department for reconsideration. Not to be employed again by the Department of Public Works. Disapprove request to return name to this list if request is made.

Elston Laury, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/5/82. (Calendar Item No. 23) (1)

Action: Approve. No future employment in a position requiring the operation of a motor vehicle.

Jean M. Washington, 1426 Senior Clerk Typist, 105/E-108, San Francisco Police Department, Planning & Research, 1/12/82. (Calendar Item No. 35) (7)

Action: Over to the meeting of February 17, 1982.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 17, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

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Present: Commissioner Lee (Items Missed: Minutes, Consent Calendar, General Manager, Personnel Report, Commissioners' New Business, 3, 7, 8, 9 (Except for Edgar Flowers Matter), 10, 11, 12, 13, 14, 15, 16 & 17)

Commissioner Texidor del Portillo (Items Missed: 18 & all of Part II)

Commissioner Powell

Commissioner Salomon

Commissioner Lee presided on Items 18 and all of Part II

Commissioner Texidor del Portillo presided on Items Minutes, Consent Calendar, General Manager's Personnel Report, Commissioners' New Business, 3, 7, 8, 9, (Except for Edgar Flowers Matter, 10, 11, 12, 13, 14, 15, 16 & 17)

MINUTES: Regular Meeting of February 1, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1003-82 Appeal of staff's denial regarding the classification of one 7524 Institution Utility Worker position, Laguna Honda Hospital. (Calendar Item No. 4)

January 18, 1982: Over to the meeting of February 17, 1982.

Action: Over to the meeting of March 1, 1982.

1032-82 Review of the personal services contract between the Department of Public Health, Laguna Honda Hospital and the ARA Hospital Food Management, Inc. (Calendar Item No. 8)

Action: Approve extension of personal services contract between the Department of Public Health, Laguna Honda Hospital and the ARA Hospital Food Management, Inc. for one additional year from August, 1982 through August, 1983.

1040-82 Subjects arising out of Salary Standardization for 1982-83, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by the departments and employee organizations in communications and meetings and discussions. (Calendar Item No. 6)

February 1, 1982: Over to the meeting of February 17, 1982.

Action:

1. Item 18 of staff report over to the meeting of March 1, 1982.
2. Adopt remainder of staff report; notify and forward to the Board of Supervisors.

CLASSIFICATION AND PAY: (cont')

1048-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
243-81/82	Civil Service Commission	Gerald Colvin, Ph.D.
February 1, 1982:		Over to the meeting of February 17, 1982
Action: Off calendar.		

1051-82

Survey of eleven (11) positions in Class 1443 Stenographic Aide, Board of Supervisors. (Calendar Item No. 3)

Action: Adopt staff report.

1. Establish Class 1831 Legislative Aide, Board of Supervisors (\$746B746).
2. Allocate eleven positions thereto.
3. Abolish Class 1443 Stenographic Aide, Board of Supervisors (\$586B586).
4. Amend Annual Salary Ordinance Section 010100 to reflect this action.

The department will submit a supplemental appropriation request.

1068-82

Classification of two new positions in the San Francisco Police Department.
(Calendar Item No. 7)

Action: Adopt staff report.

1. Allocate two new positions as follows: 1-8176 Trial Attorney (Sch. 50.6 \$1088B1316, 2366M2861) and 1-0488 Commander (\$1910, 4145M).
2. Abolish one position in Class Q2 Police Officer (\$897B1038, 1951M2258).
3. Amend Annual Salary Ordinance Sections 380534 and 380145 to reflect this action.

The department has submitted a supplemental appropriation request.

1071-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>Requested STEP</u>	<u>ACTION</u>
Martha Capizzi 2321 Institutional Registered Nurse	Public Health	5	Off calendar
Judy Northrup 2330 Physician Specialist	Public Health	5	Approve
Donald Pruitt 1440 Medical Transcriber Typist	Public Health	4	Deny request

CLASSIFICATION AND PAY: (cont')

1071-82
(CONT')

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>ACTION</u>
William Sandridge 7311 Cement Mason	Recreation & Park	5	Off calendar
Tim Lillyquist 1842 Management Assistant	Recreation & Park	5	Off calendar
Jean Caramatti 9276 Secretary to Airports Commission	Airports Commission	4	Over to the meeting of March 1, 1982
Julie Lee 1650 Accountant	Public Works	5	Deny request
Edgar Flowers 8315 Assistant Sheriff	Sheriff	4	Deny staff report Approve request

1080-82 Request to establish a new classification in the Software Analyst Series.
(Calendar Item No. 10)

Action: Adopt staff report.

1. Establish Class 1871 Assistant Software Analyst
(Sch. 48.4 \$979B1185, 2129M2577).
2. Notify the salary division to include the new class
in the salary standardization process for 1982-83.

1085-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 11)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
253-81/82	Commission on Aging	Canon Kip Community House
254-81/82	Art Commission	Johanna Poethig
255-81/82	Art Commission	Carmen Lomas Garza
256-81/82	Port Commission	Touche Ross & Company
257-81/82	Public Works	Don Hillebrandt Associates
258-81/82	Public Works	Towill, Inc.
259-81/82	Public Works	Roger Owen Boyer & Associates
260-81/82	Real Estate	Lee Saylor
261-81/82	Recreation & Park	Jefferson & Associates
262-81/82	Public Health	Chinatown-North Beach Family Planning Services
263-81/82	Public Health	Chinatown-North Beach Family Planning Services
264-81/82	Public Health	Ernst & Whinney

Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1086-82

Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Health Laguna Honda Dept. 85	1	1710 Chief Telephone Operator Sch. 36.6 \$562B677	Same - Supervises, trains and reviews work of 11-Sr. Telephone Operators; arranges & assigns schedules of hours, relief and operator replacements; confers with department heads & representatives regarding changes in services.
	1	1664 Patient Accounts Manager Sch. 47.6 \$943B1141	Same - Administers billing and collections activities of Laguna Honda Hospital, a \$25 Million medical in- surance reimbursement operations. Supervises a department of 17 employees including one supervisor.
	1	1663 Patient Accounts Supervisor Sch. 42.6 \$745B899	Same - Supervises & reviews work of subordinate staff engaged in billing and collections for reimburse- ment of services; interprets and enforces policies and procedures; coordinates work with other hospital & City departments.
	1	1658 Chief Accountant Sch. 53.9 \$1273B1543	Same - Directs the account- ing & auditing operations of Laguna Honda Hospital; prepares fiscal reports & directs internal audits of all fiscal activities; staff supervised includes 1-Head Accountant & subordi- nate professional & clerical personnel.
Clean Water Program Dept. 92	1	5254 Associate Mechanical Engineer Sch. 50.1 \$1062B1285	Same - Acts as project coordinator for con- struction of the North Shore Pump Station in- cluding approval of con- tractor's shop submittals; prepares & reviews testing procedures & inspection of completed work. As assigned, designs complex mechanical systems for the clean water project.
	1	5346 Mechanical Engineering Associate I Sch. 43.1 \$762B920	Same - Prepares detailed and complex working drawings for various mechanical engineering projects, makes calculations and field measurements necessary for drawings, makes quantity estimates and computations for cost projections.

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2005-82

Appeals of disqualification in Bilingual Proficiency Test, Department of Social Services. (Calendar Item No. 14)

January 18, 1982:

1. Appeal of Bounmark Thepkaysone over to the meeting of February 1, 1982.
2. Deny appeals of Eliza Lily Corrales and JoAnne Webber.

February 1, 1982:

Over to the meeting of February 17, 1982.

Action: Deny appeal of Bounmark Thepkaysone.

2038-82

Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 16)

February 1, 1982:

1. Over to the meeting of February 17, 1982.
2. All written material to be submitted to the Commission in advance of the next meeting.
3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

Action: Over to the meeting of March 1, 1982.

2042-82

Requests for additional Designated Bilingual Positions. (Calendar Item No. 17)

February 1, 1982:

Over to the meeting of February 17, 1982.

Action: Approve with the following stipulations: 1. The Public Library must receive Civil Service Commission approval in order to fill any position designated as bilingual as a result of this action on a conditional waiver, and (2) the San Francisco Unified School District shall not utilize any of the four clerical positions designated as bilingual as a result of this action on a conditional waiver.

2056-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 15)

Oral Authorization Numbers: 2231-2313

January 18, 1982:

1. Oral Authorization Numbers 2252, 2304, 2305, 2306, 2307 and 2308 severed and continued to the meeting of February 1, 1982.

2. Approve balance of Oral Authorization Numbers.

February 1, 1982:

Over to the meeting of February 17, 1982.

Action: Over to the meeting of March 1, 1982.

2074-82

Proposed amendment to Civil Service Commission Rule 7 - Classification, Section 7.08 - Effect of classification changes on incumbent. (Calendar Item No. 18)

Action: Post for adoption at the meeting of March 1, 1982.

IN-SERVICE ACTIVITIES: (cont')

2076-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)
Oral Authorization Numbers: 2455-2614
Action: Approve.

RECRUITMENT AND EXAMINATION:

40367-81 Appeal of staff's denial of protest of oral examination for classification 5278 Planner II. (Calendar Item No. 12)
January 4, 1982: Over to the meeting of January 18, 1982.
January 18, 1982: Over to the meeting of February 17, 1982.
Action: Over to the meeting of March 1, 1982.

40023-82 Protest of Class 7381 Automotive Mechanic written examination. (Calendar Item No. 13)

Action: 1. Readminister the fill-in portion of the written examination to Antonio Lopez, Julio Briceno, Eddie Fajardin, Hector Zelaya, Edgar Vergara, Virgilio Mendoza and allow responses to be made in Spanish. 2. Allow Armando Guandique to continue in the examination process.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Transition of temporary employees.
4. Litigation.
5. Status of Classification Survey.
6. Senior Management Service.
7. Follow-up on Commissioners' requests.
8. Other matters which should be brought to the Commissioners' attention.

No action taken.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

Commendation for the staff of the Affirmative Action Office of the Department of Public Health (Commissioner Texidor del Portillo).

Commendation for the staff of the Examination Unit of the Department of Public Health. (Commissioner Texidor del Portillo).

Commendation for the staff of the Examination Unit of the Civil Service Commission. (Commissioner Lee)

Commendation for John J. Walsh, General Manager, Personnel.

Commendation for Albert C. Walker, Assistant Secretary and Administrative Services Manager, Civil Service Commission.

Commendation for William J. Dunn, Assistant Administrative Services Manager, Civil Service Commission.

Commendation for Sylvie Jacobson, Affirmative Action Coordinator, Civil Service Commission.

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 17, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Hallie Angel, 8304 Deputy Sheriff, LT, Sheriff's Department, Jails, 1/25/82. (Calendar Item No. 22) (6)

Action: Over to the meeting of March 1, 1982.

Tony Tung Dao, 2903 Eligibility Worker, 10/E-12, Department of Social Services, 12/8/81. (Calendar Item No. 26) (7)

January 18, 1982: Over to the meeting of February 17, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

John J. Day, 9163 Transit Operator, 59/E-99, Public Utilities Commission, San Francisco Municipal Railway, 12/12/81. (Calendar Item No. 27) (7)

January 18, 1982: Over to the meeting of February 17, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 17, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Hallie Angel, 8304 Deputy Sheriff, LT, Sheriff's Department, Jails, 1/25/82. (Calendar Item No. 22) (6)

Action: Over to the meeting of March 1, 1982.

Tony Tung Dao, 2903 Eligibility Worker, 10/E-12, Department of Social Services, 12/8/81. (Calendar Item No. 26) (7)

January 18, 1982: Over to the meeting of February 17, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

John J. Day, 9163 Transit Operator, 59/E-99, Public Utilities Commission, San Francisco Municipal Railway, 12/12/81. (Calendar Item No. 27) (7)

January 18, 1982: Over to the meeting of February 17, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 24) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 17, 1980: Off calendar.

February 2, 1981: Over to the meeting of March 2, 1981.

March 2, 1981: Over to the meeting of March 16, 1981.

March 16, 1981: Over to the meeting of April 20, 1981.

April 20, 1981: Return to a non-Civil Service appointment in Class 7410, Public Utilities Commission up to maximum allowable duration.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Off calendar pending medical evaluation by a Commission designated physician.

February 1, 1982: Over to the meeting of February 17, 1982.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position.

Elmer E. Dreer, 7372 Stationary Engineer, LT, Department of Public Works, Water Pollution Control, 1/21/82. (Calendar Item No. 20) (1)

Action: Over to the meeting of March 1, 1982.

Charles Edwards, Jr., 9163 Transit Operator, 185/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/8/80. (Calendar Item No. 29) (7)

September 22, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the meeting of November 6, 1980.

November 6, 1980: Off calendar.

Action: Not to be employed again by the Public Utilities Commission.

Lee Andrew Jenkins, 9163 Transit Operator, 427/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/7/81. (Calendar Item No. 21) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: Over to the meeting of February 17, 1982.

Action: Over to the meeting of March 1, 1982.

Wilbert Lewis, 9163 Transit Operator, 432/E-111, Public Utilities Commission, San Francisco Municipal Railway, 1/29/82. (Calendar Item No. 30) (7)

Action: Over to the meeting of March 1, 1982.

Wanda B. Merick, 1444 Clerk Stenographer, 6/CPE-1, San Francisco Police Department, Company G, 1/29/82. (Calendar Item No. 23) (6)

Action: Approve. Not to be employed again by the San Francisco Police Department.

Reynolds L. Middleton, 7502 Asphalt Worker, 1/E-5, Department of Public Works, Street Repair, 1/21/82. (Calendar Item No. 31) (7)

Action: Over to the meeting of March 1, 1982.

Dwight Shoals, 9163 Transit Operator, 74/E-100, Public Utilities Commission, San Francisco Municipal Railway, 10/28/81. (Calendar Item No. 28) (7)

November 16, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of January 18, 1982.

January 18, 1982: Over to the meeting of February 17, 1982. The Commission indicated that this would be the final continuance.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Sheba H. Truong, 1424 Clerk Typist, LT, Treasurer's Office, Investment Division, 1/28/82. (Calendar Item No. 19) (1)

Action: Approve.

Jean M. Washington, 1426 Senior Clerk Typist, 105/E-108, San Francisco Police Department, Planning & Research, 1/12/82. (Calendar Item No. 25) (7)

February 1, 1982: Over to the meeting of February 17, 1982.

Action: Over to the meeting of March 1, 1982.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

MARCH 1, 1982

5:00 P.M.

DOCUMENTS DEPT.

3/1/82 0 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: All of Separations & Minutes, A & B of Consent Calendar)

Commissioner Lee presided

MINUTES: Regular Meeting of February 17, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1003-82 Appeal of staff's denial regarding the classification of one 7524 Institution Utility Worker position, Laguna Honda Hospital. (Calendar Item No. 7)

January 18, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Deny appeal. (Vote of 4 to 1: Commissioner Powell dissents)

1040-82 Subjects arising out of Salary Standardization for 1982-83, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by the departments and employee organizations in communications and meetings and discussions. (Calendar Item No. 11)

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: 1. Item 18 of staff report over to the meeting of March 1, 1982.

2. Adopt remainder of staff report; notify and forward to the Board of Supervisors.

Action: Adopt report; notify and forward to the Board of Supervisors.

1040-82 Addendum to File Number 1040-82. (Calendar Item No. 11A)

Action: Adopt report; notify and forward to the Board of Supervisors.

1071-82 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>ACTION</u>
Jean Caramatti 9276 Secretary to Airports Commission	Airports Commission	4	Adopt staff report, deny request

February 17, 1982: Over to the meeting of March 1, 1982.

CLASSIFICATION AND PAY: (cont')

1100-82 Survey of one vacant position in Class 1424 Clerk Typist, Part-Time, in the Office of the Public Defender. (Calendar Item No. A)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1424 Clerk Typist, Part-Time (Sch. 32.5 \$465B560, 1011M1218) to Class 1426 Senior Clerk Typist, Full-Time (Sch. 34.5 \$510B614, 1109M1335) for the Office of the Public Defender.
2. Amend Section 05/00/00/01001 of the Annual Salary Ordinance accordingly.

The department is deleting one temporary position in Class 1402 Junior Clerk (Sch. 27.7 \$374B448, 813M974), and has submitted a supplemental appropriation request.

1106-82 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" symbol. (Calendar Item No. 8)

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation for employees in classifications designated by "Z" symbol.

1112-82 Inclusion of BASSC craft construction salary survey in salary standardization; salary standardization recommendations for 1982-83 for the pertinent classifications based thereon. (Calendar Item No. 9)

Action: Over to the Special Meeting of March 11, 1982.

1113-82 Requests for reconsideration of staff's denial of request on behalf of Class 8304 Deputy Sheriff, salary standardization. (Calendar Item No. 10)

Action: Over to the Special Meeting of March 11, 1982.

1115-82 Establishment of new classification 2517 Jail Medical Technician, Department of Public Health, Forensic Services. (Calendar Item No. 13)

Action: Adopt staff report. (Vote of 3 to 2: Commissioner Lee dissents)

1. Establish new classification 2517 Medical Technician (Sch. 41.3 \$701B846, 1525M1840).
2. Reallocate nine positions in Class 2528 Medical Steward (Sch. 44.7 \$822B994, 1788M2162) and nine positions in Class 2312 Licensed Vocational Nurse (Sch. 35.5 \$534B664, 1161M1401) to the new class when permanent incumbents are not adversely affected.
3. Advise the department to reflect this action in their 1982-83 budget.
4. Advise the decentralized testing unit of the Department of Public Health that an examination will be necessary for the new classification.

CLASSIFICATION AND PAY: (cont')

1123-82

Classification survey of positions in various City Departments.
(Calendar Item No. B)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Board of Permit Appeals Dept. 37	2	1426 Sr. Clerk Typist Sch. 34.5 \$510B614	Same - Prepares and types highly technical legal notices. Meets the public and works independently under pressure.
Public Health CMHS Dept. 87	2	2587 Health Worker III Sch. 34.1 \$500B602	Same - Assist professional staff at Mission Health Center by interviewing, screening, assessing and planning treatment for patients; provides liaison services to client population.
	1	2588 Health Worker IV Sch. 37.8 \$594B717	Same - In outpatient & day treatment center of Mission Mental Health Center, pro- vides counseling in thera- peutic groups under pro- fessional supervision; per- forms clinical charting of clients.
Clean Water Program Dept. 92	1	5364 Civil Engineering Associate I Sch. 43.1 \$762B920	Same - Performs difficult sub-professional engineer- ing duties for the Clean Water Program; researches, prepares and updates maps based on hydraulic and hydrological studies, makes various calculations re- lating to sewer construction activities.
	1	5206 Associate Civil Engineer Sch. 50.1 \$1062B1285	Same - Assists project manager in various aspects of Southeast Water Pollution Control project; assists in planning, design and construction; acts as liaison to other public and private agencies.

Action: Adopt staff report.

1124-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
265-81/82	Art Commission	John Rampley
266-81/82	Art Commission	Fran Valesco
267-81/82	Controller	Aquarius Public Management, Inc.
268-81/82	Controller	Dean R. Brown
269-81/82	Public Works-Clean Water	James M. Montgomery, Consulting Engineers, Inc.

CLASSIFICATION AND PAY: (cont')

1124-82
CONT'

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
270-81/82	Mayor's Office of Housing & Community Development	Accountemps Division of Robert Half
271-81/82	Public Health	University of California
272-81/82	Public Health	Arthur Young & Company
273-81/82	Social Services	Glide Memorial Church
40043-82	Civil Service Commission/ General Manager, Personnel	Holiday Inn

Action: Approve. Notify the offices of the Controller and the Purchaser.

1141-82 Request for internal adjustments for clerical classifications based on "Comparable Worth." (Calendar Item No. 12)

Action: Adopt staff report; deny request.

IN-SERVICE ACTIVITIES:

2756-81

Requests for additional Designated Bilingual Positions. (Calendar Item No. 3)

October 19, 1981: Over to the meeting of November 2, 1981.

November 2, 1981: 1. Sever requests from the Airports Commission. Over to the meeting of November 16, 1981.

2. Approve all other requests.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Approve provisionally subject to further review at the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of January 18, 1982.

January 18, 1982: Over to the meeting of March 1, 1982.

Action: Approve. (Vote of 4 to 1: Commissioner Salomon dissents)

2038-82 Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 16)

February 1, 1982: 1. Over to the meeting of February 17, 1982.

2. All written material to be submitted to the Commission in advance of the next meeting.

3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Over to the meeting of March 15, 1982.

IN-SERVICE ACTIVITIES: (cont')

2056-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 4)

Oral Authorization Numbers: 2231-2313

January 18, 1982: 1. Oral Authorization Numbers 2252, 2304, 2305, 2306, 2307 and 2308 severed and continued to the meeting of February 1, 1982.
2. Approve balance of Oral Authorization Numbers.

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: 1. Approve Oral Authorization Numbers 2252, 2304, 2307 and 2308.
2. Oral Authorization Numbers 2305 and 2306 for Planner II over to the meeting of March 15, 1982.

2074-82 Proposed amendment to Civil Service Commission Rule 7 - Classification, Section 7.08 - Effect of classification changes on incumbent. (Calendar Item No. 5)

February 17, 1982: Post for adoption at the meeting of March 1, 1982.

Action: Adopt. To be effective March 17, 1982.

2092-82 Civil Service Commission Budget Request, Fiscal Year 1982-83. (Calendar Item No. 17)

Action: Adopt staff report. Approve Budget Request as recommended by the General Manager, Personnel and forward to the Office of the Mayor.

2093-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. C)

Oral Authorization Numbers: 2615-2763

Action: 1. Disapprove Oral Authorization Number 2651.
2. Approve all others.

RECRUITMENT AND EXAMINATION:

40367-81 Appeal of staff's denial of protest of oral examination for classification 5278 Planner II. (Calendar Item No. 14)

January 4, 1982: Over to the meeting of January 18, 1982.

January 18, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Over to the meeting of March 15, 1982. The Commission stipulated that this would be a final continuance.

RECRUITMENT AND EXAMINATION: (cont')

40039-82

Examination plan for Fire Department classifications: H-2 Lieutenant, Bureau of Fire Prevention, H-24 Lieutenant, Bureau of Fire Investigation and H-32 Captain, Bureau of Fire Prevention and Public Safety. (Calendar Item No. 15)

Action: Over to the meeting of March 15, 1982.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. Meetings with Mayor, Members of the Board of Supervisors and department heads.
2. Correspondence received.
3. Transition of temporary employees.
4. Litigation.
5. Status of Classification Survey.
6. Senior Management Service.
7. Follow-up on Commissioners' requests.
8. Other matters which should be brought to the Commissioners' attention.

Action: No action taken.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

Action: No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

MARCH 1, 1982

3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Hallie Angel, 8304 Deputy Sheriff, LT, Sheriff's Department, Jails, 1/25/82. (Calendar Item No. 26) (6)

Action: Over to the meeting of March 1, 1982.

Action: No restriction of future employment.

Glenn J. Berry, 2760 Laundry Worker, 5/E-1, Department of Public Health, San Francisco General Hospital Medical Center, 2/17/82. (Calendar Item No. 34) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

William C. Bigarani, 0380 Inspector, Exempt, San Francisco Police Department, Investigations Division, 2/11/82. (Calendar Item No. 33) (7)

Action: Over to the meeting of April 5, 1982.

Frank E. Brown, 9163 Transit Operator, 524/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/5/82. (Calendar Item No. 21) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Public Utilities Commission.

Boris A. Bugaeff, 7332 Maintenance Machinist, 6/CPE-1, Electricity, Mechanical Division, 2/17/82. (Calendar Item No. 24) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Electricity.

Clay P. Cael, 7372A Apprentice Stationary Engineer, 6/JAC Roster, Department of Public Works, Water Pollution Control, 11/30/81. (Calendar Item No. 22) (4)

January 4, 1982: Off calendar. Mr. Cael to notify the Assistant Secretary when prepared to proceed.

Action: Return name to list.

Elmer E. Dreer, 7372 Stationary Engineer, LT, Department of Public Works, Water Pollution Control. 1/21/82. (Calendar Item No. 19) (1)

February 17, 1982: Over to the meeting of March 1, 1982.

Action: No restriction on future employment.

Robert Lee Gonzales, 8205 Institutional Police Sergeant, 5/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 1/19/82. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Lee Andrew Jenkins, 9163 Transit Operator, 427/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/7/81. (Calendar Item No. 23) (4)

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Return name to list.

Teruko Kendall, 1424 Clerk Typist, 15/CPE-5, San Francisco Police Department, Support Services Bureau, 1/12/82. (Calendar Item No. 25) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Wilbert Lewis, 9163 Transit Operator, 432/E-111, Public Utilities Commission, San Francisco Municipal Railway, 1/29/82. (Calendar Item No. 30) (7)

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reynolds L. Middleton, 7502 Asphalt Worker, 1/E-5, Department of Public Works, Street Repair, 1/21/82. (Calendar Item No. 31) (7)

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Lucien R. Senhaux, Q-2 Police Officer, 155/E-90, San Francisco Police Department, Personnel & Training, 1/24/82. (Calendar Item No. 27) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Michael A. Stribling, 8204 Institutional Policeman, LT, Department of Public Health, San Francisco General Hospital Medical Center, 1/25/82. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Jean M. Washington, 1426 Senior Clerk Typist, 105/E-108, San Francisco Police Department, Planning & Research, 1/12/82. (Calendar Item No. 32) (7)

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

Action: Over to the meeting of March 15, 1982.

Phillip Williams, 2528 Medical Steward, LT, Department of Public Health, Jail Medical Services, 2/9/82. (Calendar Item No. 20) (1)

Action: Over to the meeting of March 15, 1982.

James M. Woodcock, 7388 Utility Plumber, 21/E-3, San Francisco Fire Department, Support Services, 1/28/82. (Calendar Item No. 18) (3)

Action: Over to the meeting of March 15, 1982.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee	President
Carlota Texidor del Portillo, Ed.D.	Vice President
Allen Haile, Ph.D.	Commissioner
Genevieve Powell	Commissioner
Darrell J. Salomon	Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

MARCH 11, 1982

5:00 P.M.

ROOM 2C, BASEMENT, CITY HALL

CLASSIFICATION AND PAY

1112-82 Inclusion of BASSC craft construction salary survey in Salary Standardization; Salary Standardization recommendations for 1982-83 for the pertinent classifications based thereon. (Calendar Item No. 1)

March 1, 1982: Over to the Special Meeting of March 11, 1982.

Action: Adopt staff report; forward to the Board of Supervisors.

1113-82 Request for reconsideration of staff denial of request on behalf of Class 8304 Deputy Sheriff, Salary Standardization. (Calendar Item No. 2)

March 1, 1982: Over to the Special Meeting of March 11, 1982.

Action: Adopt staff report. Deny request.

1138-82 Request for reconsideration regarding internal salary adjustment for Real Property Appraiser series. (Calendar Item No. 3)

Action: 1. Adopt staff report; deny request.

2. Staff directed to report in six months on a study concerning the relationship between Real Property Appraisers series and Right-of-Way Agents series as to the alleged similarity of duties.

1040-82 Addendum to Report 1040-82 Salary Standardization, Fiscal Year 1982-83. (Calendar Item No. 4)

Action: 1. Deny staff report in relation to Item 6 of the Report.
2. Adopt balance of staff report.

CLASSIFICATION AND PAY (cont')

1148-82 Salary Standardization Survey Up-Date, 1982-83. (Calendar Item No. 5)

Action: Adopt staff report; forward to the Board of Supervisors.

1170-82 Appeal of staff's denial of internal adjustment requests from Sheriff Michael Hennessey. (Calendar Item No. 5A)

Action: 1. Deny staff report. Grant internal adjustments so that the differential between Sheriff's Lieutenant and Sheriff's Sergeant is 14% and the differential between Sheriff's Captain and Sheriff's Lieutenant is also 14%.

2. Staff directed to conduct a survey in other jurisdiction of the differentials between promotive classes in the Deputy Sheriff series for next fiscal year.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

MARCH 15, 1982

DOCUMENTS DEPT.

5:00 P.M.

MAR 23 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Gloyd
Commissioner Powell (Items Missed: 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29A, 29B & 29C)
Commissioner Salomon (Item Missed: All of Separations, Minutes, 18, 20, 21, 23, 24, 25, 26, 27, 29B & 29C)

Commissioner Lee presided

MINUTES: Regular Meeting of March 1, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1146-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 21)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>STEP RECOMMENDED</u>
Susan Rubenstein 8174 Civil Attorney	Public Defender	5	5
Action: Adopt staff report.			
Diane Simon 8176 Trial Attorney	Public Defender	4	2
Action: Over to the meeting of April 5, 1982.			
Carol Yaggy 8176 Trial Attorney	Public Defender	3	1
Action: Over to the meeting of April 5, 1982.			
Susan Rutberg 8176 Trial Attorney	Public Defender	5	3
Action: Over to the meeting of April 5, 1982			
Tom Eastham 1857 Director of Information Mayor's Office		5	5
Action: Adopt staff report.			
Roy Samuels 9272 Deputy Director, Operations & Maintenance	Airports Commission	5	1
Action: Over to the meeting of April 5, 1982.			
Shauna Rose 1523 Confidential Secretary to Chief Administrative Officer	Chief Administrative Officer	4	4
Action: Adopt staff report.			

CLASSIFICATION AND PAY: (cont')

1146-82
(CONT')

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>STEP RECOMMENDED</u>
Joseph H. Long 8146 District Attorney Investigator	District Attorney	2	2

Action: Adopt staff report.

Margaret Cadbury 2321 Institutional Registered Nurse	Public Health	3	2
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Action: Deny staff report. Approve request for Step 3.

Daisy Gin 2321 Institutional Registered Nurse	Public Health	3	2
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Action: Deny staff report. Approve request for Step 3.

Francis Pinnock 8176 Trial Attorney	Public Defender	4	2
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Action: Over to the meeting of April 5, 1982.

1147-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 18)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
274-81/82	Public Utilities Commission	Not yet selected

Action: Approve. Notify the offices of the Controller and the Purchaser.

1154-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 19)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
275-81/82	Art Commission	Joseph Slusky
276-81/82	Public Works-Clean Water	T.Y. Lin International
277-81/82	Public Works-Clean Water	Ames & Associates
278-81/82	Public Works	Michael Painter & Associates
279-81/82	Public Works	Hayakawa Associates
280-81/82	Public Works	Joseph Chow
281-81/82	Port Commission	Economics Research Associates
282-81/82	Port Commission	Bechtel Corporation
283-81/82	Port Commission	Vickerman Zachary & Miller
284-81/82	Chief Administrative Officer	Systems Application Inc.
285-81/82	Treasurer	Transworld System Inc.
286-81/82	Public Utilities Commission	Wilbur Smith & Associates

CLASSIFICATION AND PAY: (cont')

1154-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
287-81/82	Public Utilities Commission	Louis T. Klauder & Associates
288-81/82	Public Utilities Commission	Keith J. Anderson
289-81/82	Public Utilities Commission	L.T. Klauder & Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1164-82

Classification survey of positions (San Francisco Community College District). (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
S.F. Community College District Dept. 14	1	1242 Personnel Analyst Sch. 43.7 \$785B947	1240 Assistant Personnel Analyst, Sch. 39.2 \$634B766. Assists the Sr. Departmental Personnel Officer in administering the classified personnel program; meets with administrators, supervisors & employees regarding personnel matters; supervises preparation & maintenance of personnel records. Department agrees that class 1240 is a proper allocation for this position at this time.
	1	1240 Assistant Personnel Analyst Sch. 39.2 \$634B766	Same - Assists the departmental operations officer in administering the certificated personnel program; supervises the preparation and maintenance of certificated personnel records; conducts research on personnel requirements, planning and overall operations.

Action: Adopt staff report.

1490-81

Reconsideration of Civil Service Commission action of December 7, 1981: (Commissioners Lee, del Portillo and Powell):
Request for appointment above the entrance rate for Sean Ellis, Class 8176 Trial Attorney, Public Defender's Office, Step 2. (Calendar Item No. 20)

Action: 1. Rescind action of December 7, 1981.
2. Approve request for Step 2 appointment for Sean Ellis.

IN-SERVICE ACTIVITIES:

2126-82 Reconsideration of Civil Service Commission action of March 1, 1982 (Commissioners Lee, Gloyd and Powell): Denial of Oral Authorization for Class 2140 Hospital Administrative Assistant, Department of Public Health, San Francisco General Hospital Medical Center. (Calendar Item No. 29A)

Action: 1. Rescind action of March 1, 1982.
2. Grant oral authorization until June 1, 1982.
3. Examination to be scheduled immediately.

2127-82 From the General Manager, Department of Social Services: Request for oral authorization for Class A422 Foster Care Coordinator. (Calendar Item No. 29B)

Action: 1. Approve oral authorization through June 1, 1982.
2. Examination to be scheduled immediately.

2128-82 Resolution of Commendation and Appreciation to Allen C. Haile. (Calendar Item No. 29C)

Action: Adopt.

2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F) (Calendar Item No. 28)

November 2, 1981: Over to the meeting of November 16, 1981.

November 16, 1981: Over to the meeting of December 7, 1981.

December 7, 1981: Over to the meeting of December 21, 1981.

December 21, 1981: Over to the meeting of January 4, 1982.

January 4, 1982: Over to the meeting of March 15, 1982.

Action: Over to the meeting of April 5, 1982.

2038-82 Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 29)

February 1, 1982: 1. Over to the meeting of February 17, 1982.
2. All written material to be submitted to the Commission in advance of the next meeting.
3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: Over to the meeting of March 15, 1982.

Action: Over to the meeting of April 5, 1982.

IN-SERVICE ACTIVITIES: (cont')

2056-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 26)

Oral Authorization Numbers: 2231-2313

January 18, 1982: 1. Oral Authorization Numbers 2252, 2304, 2305, 2306, 2307 and 2308 severed and continued to the meeting of February 1, 1982.

2. Approve balance of Oral Authorization Numbers.

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: 1. Approve Oral Authorization Numbers 2252, 2304, 2307 and 2308.

2. Oral Authorization Numbers 2305 and 2306 for Planner II over to the meeting of March 15, 1982.

Action: Approve.

2114-82 Appeal of staff decision to cancel certification of Mr. James Earnshaw to a position in Class 2920 Medical Social Worker, Department of Public Health, San Francisco General Hospital Medical Center. (Calendar Item No. 27)

Action: Adopt staff report. Deny appeal. Sustain staff decision.

2118-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 2764-2962

Action: Approve.

RECRUITMENT AND EXAMINATION:

40367-81 Appeal of staff's denial of protest of oral examination for classification 5278 Planner II. (Calendar Item No. 22)

January 4, 1982: Over to the meeting of January 18, 1982.

January 18, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: Over to the meeting of March 15, 1982. The Commission stipulated that this would be a final continuance.

Action: 1. Adopt staff report; deny appeals.
2. The issue of temporary employment referred to the Standing Committee on Charter and Rules Revision for hearing.

RECRUITMENT AND EXAMINATION: (cont')

40035-82 Request from Jonie Regney to be administered the qualifications appraisal portion of the examination for Class 1840 Junior Management Assistant. (Calendar Item No. 25)

Action: Adopt staff report.

1. Request the opinion of the City Attorney as to the Commission's ability to amend the current list for Class 1840 Junior Management Assistant if Ms. Regney is successful in the oral examination.
2. Allow Ms. Regney to remain on her current limited tenure appointment until the opinion of the City Attorney is received and the Civil Service Commission takes final action.
3. Request the City Attorney to expedite the opinion.

40039-82 Examination plan for Fire Department classifications: H-22 Lieutenant, Bureau of Fire Prevention, H-24 Lieutenant, Bureau of Fire Investigation and H-32 Captain, Bureau of Fire Prevention and Public Safety. (Calendar Item No. 23)

March 1, 1982: Over to the meeting of March 15, 1982.

Action: Adopt staff report; approve examination plan.

40063-82 Protest of rejection of application in examination for Class 1146 Clerk of the Board of Supervisors, Legislative Analyst and City Clerk. (Calendar Item No. 24)

Action: Over to the meeting of April 5, 1982. Admit Arnold Baker to the oral examination on a conditional basis. Commissioner Texidor del Portillo appointed a Committee of One to review application screening process and report back.

GENERAL MANAGER'S REPORT: (Calendar Item No. 16)

- A. Meetings with Mayor, Members of the Board of Supervisors and department heads.
- B. Correspondence received.
- C. Transition of temporary employees.
- D. Litigation.
- E. Status of Classification Survey.
- F. Senior Management Service.
- G. Follow-up on Commissioners' requests.
- H. Other matters which should be brought to the Commissioners' attention.

Action: Over to the meeting of April 5, 1982.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 17)

A. From Commissioner Lee:

Commendation for Albert C. Ambrose, Technical Program Manager, Salary Unit, Civil Service Commission.

Commendation for Peter Henschel, Mayor's Senior Program Manager, Mayor's Office.

Commendation for John Hummel, Mayor's Program Manager, Mayor's Office.

Commendation for Margaret Kisliuk, Mayor's Program Consultant, Mayor's Office.

AMENDED
3/15/82

COMMISSIONERS' NEW BUSINESS: (cont')

Commendation for Monte Mansir, Technical Program Manager, Classification Unit, Civil Service Commission.

Commendation for Jean Pral, Senior Management Service Project Director, Civil Service Commission.

Commendation for Albert C. Walker, Assistant Secretary and Administrative Services Manager, Civil Service Commission.

Action: Approve.

B. Resolution Indicating the Commission's Displeasure Over a Letter Sent by Commissioner Darrell Salomon to the President of the Board of Supervisors Concerning the Fiscal Year 1982-83 Budget of the Civil Service Commission.

Action: Adopt. (Vote of 4 to 1: Commissioner Salomon dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

MARCH 15, 1982

3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Gabriel Castillo, 2903 Eligibility Worker, 1/CPE-1, Department of Social Services, 2/26/82. (Calendar Item No. 11) (6)

Action: Over to the meeting of April 5, 1982.

Gentry Johnson, 2708 Custodian, 20/E-57, Airports Commission, Custodial Division, 2/10/82. (Calendar Item No. 9) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Harry McCarthy, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 3/5/82. (Calendar Item No. 3) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Raymond McCutcheon, 9163 Transit Operator, 66/E-106, Public Utilities Commission, San Francisco Municipal Railway, 2/22/82. (Calendar Item No. 14) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Belinda Michaux, 3616 Library Technical Assistant, LT, San Francisco Public Library, 1/21/82. (Calendar Item No. 10) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Public Library.

James E. Moore, 9163 Transit Operator, 482/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/26/82. (Calendar Item No. 13) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

William C. Morgan, Q-2 Police Officer, 240.5/E-93, San Francisco Police Department, Support Services Bureau, 2/19/82. (Calendar Item No. 7) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Daniel Z. Oquendo, Q-2 Police Officer, 165/E-93, San Francisco Police Department, Company A, 2/24/82. (Calendar Item No. 8) (6)

Action: Approve. No restriction on future employment. (Vote of 3 to 1: Commissioner Powell dissents)

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 4) (4)

Action: Over to the meeting of April 5, 1982.

Antonio Trevizo, Q-2 Police Officer, 95/E-94, San Francisco Police Department, Support Services Bureau, 2/23/82. (Calendar Item No. 5) (4)

Action: Over to the meeting of April 5, 1982.

Reconsideration of Civil Service Commission action of July 6, 1982: (Commissioners: Lee, del Portillo, Gloyd and Powell):
Timothy J. Trujillo, Q-2 Police Officer, 168/E-92, San Francisco Police Department, Company D, 6/12/81. (Calendar Item No. 6) (6)

July 6, 1981: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: 1. Rescind action of July 6, 1981.
2. Approve. No restriction on future employment.

Jean M. Washington, 1426 Senior Clerk Typist, 105/E-108, San Francisco Police Department, Planning & Research, 1/12/82. (Calendar Item No. 12) (7)

February 1, 1982: Over to the meeting of February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: Over to the meeting of March 15, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Phillip Williams, 2528 Medical Steward, LT, Department of Public Health, Jail Medical Services, 2/9/82. (Calendar Item No. 2) (1)

March 1, 1982: Over to the meeting of March 15, 1982.

Action: Approve. No restriction on future employment.

James M. Woodcock, 7388 Utility Plumber, 21/E-3, San Francisco Fire Department, Support Services, 1/28/82. (Calendar Item No. 1) (3)

March 1, 1982: Over to the meeting of March 15, 1982.

Action: Over to the meeting of April 5, 1982.

Clarence Woods, 9163 Transit Operator, 1134/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/26/82. (Calendar Item No. 15) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

APRIL 5, 1982

2:00 P.M.

SF
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#5
4/5/82

DOCUMENTS DEPT.

APR 14 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Gloyd
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Lee presided

MINUTES: Regular Meeting of March 15, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1146-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>STEP RECOMMENDED</u>
Diane Simon 8176 Trial Attorney	Public Defender	4	2
Carol Yaggy 8176 Trial Attorney	Public Defender	3	1
Susan Rutberg 8176 Trial Attorney	Public Defender	5	3
Roy Samuels 9272 Deputy Director, Operations & Maintenance	Airports Commission	5	1
Francis Pinnock 8176 Trial Attorney	Public Defender	4	2

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Deny staff report. Approve steps requested by the
Public Defender and the Airports Commission.

1173-82 Survey of one position in Class 1550 Executive Assistant to the Board of
Education. (Calendar Item No. 7)

Action: Over to the meeting of April 19, 1982.

CLASSIFICATION AND PAY: (cont')

1195-82

Classification of two new positions for the Controller's Office.
(Calendar Item No. 8)

Action: Adopt staff report.

1. Classify one new position in Class 1220 Payroll Clerk (Sch. 34.9 \$519B625, 1129M1359).
2. Classify one new position in Class 1222 Senior Payroll and Personnel Clerk (Sch. 36.9 \$570B688, 1240M1496).
3. Amend Section 09/01/05/001 of the Annual Salary Ordinance accordingly.

1198-82

Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" Symbol.
(Calendar Item No. 9)

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated by the "Z" Symbol. Vote of 3 to 1: Commissioner Powell dissents).

1199-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 10)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>STEP RECOMMENDED</u>
Martha Capizzi 2312 Institutional Registered Nurse	Public Health	5	2
Wayne Clark 2248 Assistant Director Clinical Services II	Public Health	3	3
Action: Adopt staff report.			
Christine Del Fava 1426 Senior Clerk Typist	Airports Commission	5	2
Action: Off calendar.			
Alan Harper 1424 Clerk Typist	Department of Electricity	5	5
Action: Adopt staff report.			
Raymond Favetti 1844 Senior Management Assistant	Public Utilities Commission	5	1
Action: Over to the meeting of April 19, 1982.			

Elisha Novak
5289 Transit Planner III Airports Commission 4 4

Action: Adopt staff report.

CLASSIFICATION AND PAY: (cont')

1206-82

Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Municipal Railway Dept. 35	1	1804 Statistician Sch. 42.7 \$748B903	Same - Applies statistical analysis and interpretation to Muni ridership and scheduling data; prepares reports & recommendations based on the analysis of data; develops statistical sampling systems; may supervise clerks performing routine tabulations in support of complex statistical studies.
	1	2720 Janitorial Service Supervisor Sch. 42.1 \$728B878	Same - Supervises, through subordinate supervisory personnel, 59 employees engaged in 24-hour custodial cleaning activities for all Muni buildings, grounds & subway stations located throughout San Francisco; analyzes work procedures & implements changes to improve services.
Public Utilities Commission Dept. 40	1	1218 Payroll Supervisor Sch. 44.1 \$800B966	Same - Supervises a large clerical staff in processing the payroll for the Municipal Railway, which includes 44 regular time-rolls & additional supplemental & overtime rolls; oversees the maintenance of pertinent sick pay, vacation & leave time records; coordinates payroll processing with PUC accounting EDP's payroll division & Civil Service.
Public Admin- istrator/Public Guardian Dept. 79	1	1650 Accountant Sch. 38.2 \$605B731	Same - Performs professional accounting work relative to the Public Guardian's money management program; maintains records of estate accounts; posts a variety of data concerning collections, expenditures, taxes and investments.
	2	2910 Social Worker Sch. 39.1 \$631B762	Same - Advises and counsels wards of the Public Guardian; provides or recommends necessary services to render assistance; maintains case records.

CLASSIFICATION AND PAY: (cont')

1206-82 (CONT')	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	Public Admin- istrator/Public Guardian Dept. 79	1	4230 Estate Investigator Sch. 40.9 \$688B830	Same - Performs investiga- tive work in connection with the locating, in- ventory & preservation of assets of estates; prepares legal & financial records concerning the collection & disposition of property.
	Public Health 2 Laguna Honda Dept. 85		2143 Hospital Assistant Administrator Sch. 55.9 \$1401B1698	Same - Each position will function as a mid-level manager, one responsible for Clinical/Patient Services and the other for Outpatient Services at Laguna Honda Hospital. Duties involve directing the activities of a number of departments or sections providing management services.

Action: Adopt staff report.

1207-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
290-81/82	Art Commission	Roberto T. Esparza
291-81/82	Art Commission	Emmanuel Montoya
292-81/82	Art Commission	Carlos Loarca
293-81/82	Controller	M. Hogan Systems Inc.
294-81/82	Controller	Payne Consulting Services, Inc.
295-81/82	Controller	Dodd Management Consulting
296-81/82	Controller	Systrin Information Systems Consultants
297-81/82	Controller	Weber and Weber
298-81/82	Controller	Central Computer Systems, Inc.
299-81/82	Human Rights Commission	Mid-Peninsula Urban Coalition
300-81/82	Mayor's Office of Economic Development	Secretarial Alternative
301-81/82	Port Commission	Lehman Bros. Kuhn Loeb, Inc.
302-81/82	Public Defender	Kelly Services, Inc.
303-81/82	Public Health	Ernst & Whinney
304-81/82	Public Health	Marshall & Stevens, Inc.
305-81/82	Public Health	Marshall & Stevens, Inc.
306-81/82	Public Health	Gateway Family Health, Inc.
307-81/82	Public Health	Health Care Agency, County of Ventura

CLASSIFICATION AND PAY: (cont')

1207-82 (CONT')	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	308-81/82	Real Estate	Charles S. Campanella, Inc.
	309-81/82	Real Estate	Real Estate Research Corp.
	310-81/82	Retirement	Gates McDonald & Co.
	311-81/82	Public Works	Warren Industries
	312-81/82	Public Works	Dr. David Jenkins
	313-81/82	Public Works	Waste & Water International
	314-81/82	Public Works	Glenn H. Davis
	315-81/82	Public Works	Signet Testing Laboratories
	316-81/82	Public Works	Marian Rabin
	317-81/82	Public Works	CH2M Hill
	318-81/82	Public Works	Leach Engineering, Inc.
	319-81/82	Public Works	Coatings Consultation Services
	320-81/82	Public Works	Waste & Water International
	321-81/82	Public Works-Clean Water	Hydro Research Science
	322-81/82	Adult Probation	Robert E. Wall

Action: 1. Item No. 310-81/82 over to the meeting of April 19, 1982.
2. Approve all others; notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2134-81 Complaint alleging discrimination based on race, age and national origin. (Civil Service Commission Rule 1.03F) (Calendar Item No. 1)

November 2, 1981:	Over to the meeting of November 16, 1981.
November 16, 1981:	Over to the meeting of December 7, 1981.
December 7, 1981:	Over to the meeting of December 21, 1981.
December 21, 1981:	Over to the meeting of January 4, 1982.
January 4, 1982:	Over to the meeting of March 15, 1982.
March 15, 1982:	Over to the meeting of April 5, 1982.

Action: Give Mr. Ramirez a position in Class 5210 Senior Civil Engineer or Class 5214 Building Plans Engineer.
(Vote of 3 to 1: Commissioner Powell dissents)

IN-SERVICE ACTIVITIES: (cont')

2038-82 Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 2)

February 1, 1982: 1. Over to the meeting of February 17, 1982.
2. All written material to be submitted to the Commission in advance of the next meeting.
3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: Over to the meeting of March 15, 1982.

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Over to the meeting of April 19, 1982.

2074-82 Reconsideration of Civil Service Commission action of March 1, 1982: (Commissioners Gloyd, Lee and Powell): Proposed Amendment to Civil Service Commission Rule 7 - Classification, Section 7.08 - Effect of classification changes on incumbent. (Calendar Item No. 11)

February 17, 1982: Post for adoption at the meeting of March 1, 1982.

March 1, 1982: Adopt.

Action: Over to the meeting of April 19, 1982.

2158-82 Special Report - Martin A. Ross. (Calendar Item No. 12)

Action: Deny decision of the San Francisco Police Department.

2159-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 2963-3184

Action: Approve.

RECRUITMENT AND EXAMINATION:

40063-82 Protest of rejection of application in examination for Class 1146 Clerk of the Board of Supervisors, Legislative Analyst and City Clerk. (Calendar Item No. 13)

March 15, 1982: Over to the meeting of April 5, 1982. Admit Arnold Baker to the oral examination on a conditional basis. Commissioner Texidor del Portillo appointed a Committee of One to review application screening process and report back.

Action: Deny protest.

RECRUITMENT AND EXAMINATION: (cont')

40068-82 Appeal of staff's denial of protests concerning Classes 1738 Computer Operations Shift Supervisor and 1741 Computer Operations Supervisor I examinations. (Calendar Item No. 15)

Action: Adopt staff report, deny appeal. (Vote of 3 to 1: Commissioner Powell dissents)

40104-82 Appeal of action by the General Manager, Personnel on protests concerning the Examination Announcements for Classes 9140 Transit Manager I, 9141 Transit Manager II and 9142 Transit Manager III. (Calendar Item No. 14)

Action: Over to the meeting of May 3, 1982.

GENERAL MANAGER'S REPORT: (Calendar Item No. 3)

- A) Meetings with Mayor, Members of the Board of Supervisors and department heads.
- B) Correspondence received.
- C) Transition of temporary employees.
- D) Litigation.
- E) Status of Classification Survey.
- F) Senior Management Service.
- G) Follow-up on Commissioners' requests.
- H) Other matters which should be brought to the Commissioners' attention.

No action taken.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 4)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING

APRIL 5, 1982

4:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Sam Bibbins, 9163 Transit Operator, 244/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/2/82. (Calendar Item No. 17) (3)

Action: Grant appeal. Disapprove Automatic Resignation.

William C. Bigarani, 0380 Inspector, Exempt, San Francisco Police Department, Investigations Division, 2/11/82. (Calendar Item No. 39) (7)

March 1, 1982: Over to the meeting of April 5, 1982.

Action: Over to the meeting of April 19, 1982.

Helen Caldwell, 1720 Data Entry Operator, 24/CPE-3, Department of Public Health, Records and Statistics, 10/16/81. (Calendar Item No. 37) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Gabriel Castillo, 2903 Eligibility Worker, 1/CPE-1, Department of Social Services, 2/26/82. (Calendar Item No. 31) (6)

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Off calendar.

Robert Collins, 9163 Transit Operator, 1467/E-112, Public Utilities Commission, San Francisco Municipal Railway, January 27, 1982. (Calendar Item No. 38) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Margaret Davies, 2312 Licensed Vocational Nurse, LT, Department of Public Health, San Francisco General Hospital Medical Center, 6/9/81.
(Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Christine Eilers, 2305 Psychiatric Techincian, LT, Department of Public Health, San Francisco General Hospital Medical Center, 3/16/82.
(Calendar Item No. 22) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Walter W. Evans, 4322 Cashier III, 22/P-3, Treasurer-Tax Collector, Treasury Division, 3/19/82. (Calendar Item No. 30) (5)

Action: Approve. Return to position from which promoted.

Julian M. Gunz, 9163 Transit Operator, 580/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/3/82. (Calendar Item No. 40) (7)

Action: Off calendar. Mr. Gunz to notify the Assistant Secretary when prepared to proceed, to remain under waiver of all employment with the City and County until the Commission takes final action.

Gerrard K. Lee, 7334 Stationary Engineer, 5/P-13, Department of Public Works, Building Repair, 3/15/82. (Calendar Item No. 33) (6)

Action: Accept resignation as certified and order that future employment be without restriction including rights to request reappointment.

Patricia Lewis, 2302 Orderly, 31/E-309, Department of Public Health, Laguna Honda Hospital, 3/22/82. (Calendar Item No. 19) (3)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Elizabeth Lopez, 1404 Clerk, LT, Department of Public Health, San Francisco General Hospital Medical Center, 3/1/82. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Wesley Maye, 9163 Transit Operator, 54/E-99, Public Utilities Commission, San Francisco Municipal Railway, 3/2/82. (Calendar Item No. 41) (7)

Action: Approve. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Public Utilities Commission.

Ronald C. Morton, Jr., Q-2 Police Officer, 153/E-94, San Francisco Police Department, Academy Division, 2/23/82. (Calendar Item No. 32) (6)

Action: Accept resignation as certified and order that future employment be without restriction including rights to request reappointment.

Robert C. Mulry, Q-2 Police Officer, 12/E-79, San Francisco Police Department, Personnel & Training, 3/8/82. (Calendar Item No. 18) (3)

Action: Over to the meeting of May 3, 1982. Request that a representative from the Retirement System attend the meeting.

Kim Pardini, 2321 Institutional Registered Nurse, 4/E-531, Department of Public Health, San Francisco General Hospital Medical Center, 2/17/82. (Calendar Item No. 36) (6)

Action: Over to the meeting of April 19, 1982.

Ardette Redfield, 2302 Orderly, 54/E-311, Department of Public Health, Laguna Honda Hospital, 3/3/82. (Calendar Item No. 29) (4)

Action: Approve. Return name to list.

Stanton Richardson, 2908 Hospital Eligibility Worker, LT, Department of Public Health, Emergency Medical Services, 2/22/82. (Calendar Item No. 21) (1)

Action: Over to the meeting of April 19, 1982.

Addie Smith, 0330 Deputy Clerk, 22/CPE-1, Municipal Court, Traffic Division, 1/26/82. (Calendar Item No. 26) (4)

Action: Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Joseph Lynn Smith, 1424 Clerk Typist, 58/E-1, Department of Public Works, Bureau of Engineering-Traffic Division, 2/19/82. (Calendar Item No. 27) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 24) (4)

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Over to the meeting of May 3, 1982.

Larry J. Stephens, Q-2 Police Officer, 50/E-94, San Francisco Police Department, Support Services Bureau, 3/10/82. (Calendar Item No. 25) (4)

Action: Over to the meeting of April 19, 1982.

Ron Streeter, 2709 School Custodian, LT, San Francisco Unified School District, 3/5/82. (Calendar Item No. 20) (1)

Action: Over to the meeting of April 19, 1982.

Antonio Trevizo, Q-2 Police Officer, 95/E-94, San Francisco Police Department, Support Services Bureau, 2/23/82. (Calendar Item No. 23) (4)

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Albert T. Williams, 2305 Psychiatric Technician, 12/E-7, Department of Public Health, Community Mental Health Services, 3/12/82. (Calendar Item No. 28) (4)

Action: Off calendar.

James M. Woodcock, 7388 Utility Plumber, 21/E-3, San Francisco Fire Department, Support Services, 1/28/82. (Calendar Item No. 16) (3)

March 1, 1982: Over to the meeting of March 15, 1982.

March 15, 1982: Over to the meeting of April 5, 1982.

Action: Over to the meeting of April 19, 1982.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DOCUMENTS DEPT.

REGULAR MEETING - PART I

APR 30 1982

APRIL 19, 1982

SAN FRANCISCO
PUBLIC LIBRARY

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo (Items Missed: Action on 8, & Items 9, 10, 11, 12, 14, 15, 16, 16A & All of Part II including Roll Call)

Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: Consent Calendar, Minutes, 1, 3, 4, 5, 5A & 6)

Commissioner Lee presided

MINUTES: Regular Meeting of April 5, 1982

Action: Approve.

ANNOUNCEMENT

The Civil Service Commission met in Executive Session with the City Attorney on Thursday, April 8, 1982 at 10:00 A.M. to discuss the decision of the Court of Appeal in the matter of the Union of American Physicians v. The Civil Service Commission, et al. litigation. It was the unanimous decision of the Civil Service Commission to direct that the City Attorney file an appeal of this decision to the California Supreme Court.

CLASSIFICATION AND PAY:

1173-82 Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 7)

Action: 1. Over to the Special Meeting of April 29, 1982.
2. Nancy Elsner requested to be present at the next meeting.

1199-82 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>STEP RECOMMENDED</u>
Martha Capizzi 2312 Institutional Registered Nurse	Public Health	5	2

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Over to the Special Meeting of April 29, 1982.

CLASSIFICATION AND PAY: (cont')

1207-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

NUMBER

DEPARTMENT

CONTRACTOR

310-81/82

Retirement System

Gates McDonald & Company

April 5, 1982:

Over to the meeting of April 19, 1982.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1224-82

Reorganization of the paramedic division of the Department of Public Health.
(Calendar Item No. 8)

Action: Over to the Special Meeting of April 29, 1982.

1227-82

Abolishment of Class 8216 Stage Door Attendant. (Calendar Item No. 9)

Action: Adopt staff report.

1. Allocate two positions in Class 8216 Stage Door Attendant to Class 8202 Security Guard (Sch. 32.6 \$467B562, 1016M1222).
2. Status rights of Daniel Kalaveras and Gabriel Bernal, permanent incumbents in Class 8216 Stage Door Attendant (Sch. 32.6 \$467B562, 1016M1222) to continue in Class 8202 Security Guard. Both classes are scheduled to receive the same salary rate for 1982-83.
3. Abolish Class 8216 Stage Door Attendant effective June 30, 1982.
4. Advise the War Memorial to amend its 1982-83 budget to reflect this action.

1278-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 4)

NUMBER

DEPARTMENT

CONTRACTOR

323-81/82

Retirement System

Not yet selected

Action: Over to the Special Meeting of April 29, 1982.

1279-82

Classification survey of one position. (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Utilities Commission Dept. 40	1	1246 Principal Personnel Analyst Sch. 51.2 \$1120B1355	Same - Supervises an examination unit responsible for PUC and Muni Railway examinations. The incumbent will be responsible for development, preparation & administration of the examination plan; reviews recruitment, test construction, application review & related activities. The incumbent reports to the Deputy Technical Services Administrator.

Action: Adopt staff report.

CLASSIFICATION AND PAY: (cont')

1280-82 Reorganization of the Maintenance and Operations Division, San Francisco Unified School District.. (Calendar Item No. 10)

Action: Over to the Special Meeting of April 29, 1982.

1281-82 Request for approval of modified work schedule pursuant to Section IIA.1 of the Annual Salary Standardization Ordinance. (Calendar Item No. 12)

Action: Adopt staff report. Approve request of the Department of Public Health for modified work schedules for six months. Department to submit written report of the six (6) months experience.

1287-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
324-81/82	Public Health	Southeast Mental Health Center
325-81/82	Public Health	District IV Citizens Advisory Board for Mental Health Services, Inc.
326-81/82	Public Health	Community Advisory Board, District V, Health & Mental Health, Inc.
327-81/82	Public Health	Unitarian Universalist Service Committee
328-81/82	Public Health	S.F. Mental Health Funds, Inc.
329-81/82	Public Health	Chinese Newcomers Service Center
330-81/82	Public Health	Volunteer Bureau
331-81/82	Public Health	S.F. Suicide Prevention, Inc.
332-81/82	Real Estate	Gimmy Valuation Services
333-81/82	Controller	Russell Information Services
334-81/82	Controller	Andrew J. Calvert & Associates
335-81/82	Chief Administrative Officer	Powell Goldstein Frasier & Murphy
336-81/82	S.F. Police Department	Personnel Decisions, Inc./Management Resources Consulting
337-81/82	Airports Commission	Deloitte, Haskins & Sells
338-81/82	Airports Commission	John F. Brown & Company
339-81/82	Civil Service Commission	Education/Research, Inc.
340-81/82	Public Utilities Commission	CH2M-Hill
341-81/82	Sheriff	Aubrey O. Dent
342-81/82	Sheriff	Carolyn Block
343-81/82	Public Health	Walden House, Inc.
344-81/82	Public Health	Carolyn Mohr, Ph.D.

Action:

1. Sever contracts 324 through 331; over to the Special Meeting of April 29, 1982.
2. Approve all others, notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1288-82 Classification of a new position in the San Francisco Police Department. (Calendar Item No. 11)

Action: Adopt staff report.

1. Allocate one position at the San Francisco Police Department to Class 1823 Senior Administrative Analyst (Sch. 49.1 \$1013B1226, 2203M2667).
2. Amend Annual Salary Ordinance Section 380170 to reflect this action.

1292-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
345-81/82	Public Utilities Commission	Dennis A. Joiner & Associates

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2038-82 Complaint alleging discrimination based on national origin and religion. (Calendar Item No. 14)

February 1, 1982: 1. Over to the meeting of February 17, 1982.

2. All written material to be submitted to the Commission in advance of the next meeting.

3. Ms. Jane Irwin, Controller's Payroll Project, requested to be in attendance on February 17, 1982.

February 17, 1982: Over to the meeting of March 1, 1982.

March 1, 1982: Over to the meeting of March 15, 1982.

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Deny appeal of Moustafa A. Mohamed.

2074-82 Reconsideration of Civil Service Commission action of March 1, 1982: (Commissioners Gloyd, Lee and Powell): Proposed Amendment to Civil Service Commission Rule 7 - Classification, Section 7.08 - Effect of classification changes on incumbent. (Calendar Item No. 13)

February 17, 1982: Post for adoption at the meeting of March 1, 1982.

March 1, 1982: Adopt.

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Off calendar.

2177-82 From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 3185-3346

Action: Approve.

IN-SERVICE ACTIVITIES: (cont')

2178-82 Request for supplemental appropriation for \$800.00 to increase Civil Service Commission revolving fund from \$200.00 to \$1,000.00. (Calendar Item No. 15)

Action: Approve; forward to the Office of the Mayor.

2179-82 Proposed Amendment to the San Francisco Administrative Code Section 10.138 to reflect increase of the Civil Service Commission Revolving Fund from \$200.00 to \$1,000.00. (Calendar Item No. 16)

Action: Approve; forward to the Board of Supervisors.

2184-82 Charter Amendment (Second Draft), amending Section 3.530 and adding Section 3.530-2, relating to the establishment of an Office of Citizen Complaints in the Police Department. (Calendar Item No. 16A)

Action: Notify the Board of Supervisors that the Civil Service Commission recommends that this Amendment be modified to include salary setting under Section 8.407 of the Charter and that all employments in this unit be subject to Civil Service provisions of the Charter.

SPECIAL ORDER OF BUSINESS

The Commission directed the Department of Public Health to immediately return to duty ten (10) Ambulance Drivers currently on leave of absence for failure to obtain/renew paramedic certification.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

- A) Meetings with Mayor, Members of the Board of Supervisors and department heads.
- B) Correspondence received.
- C) Litigation.
- D) Status of Classification Survey.
- E) Senior Management Service.
- F) Miscellaneous matters.

No action taken.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

No report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 19, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Gregory Avila, 7381 Automotive Mechanic, LT, Purchasing Department, Central Shops, 3/26/82. (Calendar Item No. 25) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Purchasing Department.

William C. Bigarani, 0380 Inspector, Exempt, San Francisco Police Department, Investigations Division, 2/11/82. (Calendar Item No. 27) (7)

March 1, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Off calendar. Mr. Bigarani to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all City and County employment until final determination of future employability by the Civil Service Commission.

William R. De Sena, Q-2 Police Officer, V43/E-93, San Francisco Police Department, Support Services Bureau, 4/7/82. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Reginald B. Dixon, 9163 Transit Operator, 1241/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/16/82. (Calendar Item No. 29) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

Louis Ivankovich, 8304 Deputy Sheriff, 22/E-2, Sheriff's Department, Prisoner Custody, 4/2/82. (Calendar Item No. 30) (7)

Action: Over to the meeting of May 17, 1982.

Sumatra Jarrett, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 3/26/82. (Calendar Item No. 21) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Malachy O. O'Reilly, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 3/3/82. (Calendar Item No. 18) (3)

Action: Deny appeal. Approve Automatic Resignation.

Kim Pardini, 2321 Institutional Registered Nurse, 4/E-531, Department of Public Health, San Francisco General Hospital Medical Center, 2/17/82. (Calendar Item No. 24) (6)

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Over to the Special Meeting of April 29, 1982.

Stanton Richardson, 2908 Hospital Eligibility Worker, LT, Department of Public Health, Emergency Medical Services, 2/22/82. (Calendar Item No. 19) (1)

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Approve.

Brian Roderick, 9210 Airport Police Officer, V10/E-10, Airports Commission, 7/31/82. (Calendar Item No. 28) (7)

Action: Over to the meeting of May 17, 1982.

Douglas R. Spencer, 7380 Electrical Transit Mechanic Assistant Supervisor, 13/P-2, Public Utilities Commission, San Francisco Municipal Railway, 3/12/82. (Calendar Item No. 23) (5)

Action: Approve. Reinstate to a position in the class from which promoted.

Larry J. Stephens, Q-2 Police Officer, 50/E-94, San Francisco Police Department, Support Services Bureau, 3/10/82. (Calendar Item No. 22) (4)

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Under waiver for employment in Class Q-2 Police Officer until submits evidence of one year of satisfactory work experience in or out of the City and County service.

Ron Streeter, 2709 School Custodian, LT, San Francisco Unified School District, 3/5/82. (Calendar Item No. 20) (1)

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Over to the Special Meeting of April 29, 1982.

James M. Woodcock, 7388 Utility Plumber, 21/E-3, San Francisco Fire Department, Support Services, 1/28/82. (Calendar Item No. 17) (3)

March 1, 1982: Over to the meeting of March 15, 1982.

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of April 19, 1982.

Action: Over to the Special Meeting of April 29, 1982.

4/29/82

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - PART I

DOCUMENTS DEPT.

APRIL 29, 1982

MAY 7 1982

PART I - 2:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo (Items Missed: 1, 6, 7, 8, 11, 12, 13, 14, 16, 17 & All of Part II)
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: 1, 6, 7, 8, 11, 12, 13, 14, 16, 17 & All of Part II)

Commissioner Lee presided

MINUTES: Regular Meeting of April 19, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17 and March 1, 1982: (Commissioners Gloyd, Lee and Salomon): Requests for appointment above the entrance rate for various employees. (Calendar Item No. 4)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Jean Caramatti 9276 Secretary to Airports Commission	Airports Commission	4	Deny
February 17, 1982:	Over to the meeting of March 1, 1982.		
March 1, 1982:	Adopt staff report.		
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Deny request.		
Action:	Over to the meeting of May 17, 1982.		

1173-82 Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 9)

April 5, 1982:	Over to the meeting of April 19, 1982.
April 19, 1982:	Over to the Special Meeting of April 29, 1982.
Action:	Adopt staff report. (Vote of 3 of 2: Commissioners Gloyd and Lee dissenting)
1.	1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).

CLASSIFICATION AND PAY: (cont')

1173-82
(CONT')
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding an audit of all positions of Commission/Board Secretaries.

1199-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 5)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Martha Capizzi 2321 Institutional Registered Nurse	Public Health	5	2
April 5, 1982:	Over to the meeting of April 19, 1982.		
April 19, 1982:	Over to the Special Meeting of April 29, 1982.		
Action: Off calendar.			
Christine Del Fava 1426 Senior Clerk Typist	Airports Commission	5	2
April 5, 1982:	Off calendar.		
Action: Over to the meeting of May 17, 1982.			

1199-82 Requests for appointment above the entrance rate for various employees.
Addendum (Calendar Item No. 6 Addendum)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Raymond Favetti 1844 Senior Management Assistant	Public Utilities Commission	5	2
April 5, 1982:	Over to the meeting of April 19, 1982.		
April 19, 1982:	Over to the meeting of May 3, 1982.		
Rescheduled from the meeting of May 3, 1982 to the Special Meeting of April 29, 1982.			
Action: Adopt staff report; deny request for Step 5 and approve Step 2 appointment to Class 1844 for Raymond Favetti.			

1224-82 Reorganization of the Paramedic Division of the Department of Public Health.
(Calendar Item No. 8)

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action: 1. General Manager, Personnel directed to obtain the opinion of the City Attorney related to the Commission's authority to award back pay to the ten employees placed on leave for not obtaining paramedic certification.
2. Over to the meeting of May 17, 1982.

CLASSIFICATION AND PAY: (cont')

1278-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-81/82	Retirement System	Not yet selected

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action: Over to the meeting of May 17, 1982.

1280-82 Reorganization of the Maintenance and Operations Division, San Francisco Unified School District. (Calendar Item No. 10)

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action:

- A. Sever item 3e of staff report; over to the meeting of May 17, 1982.
- B. Adopt remainder of staff report.
- 1. Establish 4 new classifications:
 - a. 5107 Director of Buildings and Grounds, San Francisco Unified School District (Sch. 56.2 \$1421B1723, 3091M3748) (Recommended Rate for 1982-83 Sch. 57.5 \$1513B1835, 3291M3991).
 - b. 5106 Assistant to the Director of Buildings and Grounds, San Francisco Unified School District (Sch. 50.9 \$1104B1336, 2401M2906) (Recommended Rate for 1982-83 Sch. 51.7 \$1147B1388, 2495M3019).
 - c. 7263 Maintenance Manager, San Francisco Unified School District (Sch. 54.2 \$1291B1565, 2808M3404) (Recommended Rate for 1982-83 Sch. 55.0 \$1342B1626, 2919M3537).
 - d. 7262 Maintenance Planner, San Francisco Unified School District (Sch. 50.9 \$1104B1336, 2401M2906) (Recommended Rate for 1982-83 Sch. 51.7 \$1147B1388, 2495M3019).
- 2. Abolish the following 3 classifications:
 - a. 5105 Director, Maintenance and Operations, San Francisco Unified School District (Sch. 55.2 \$1355B1642, 2947M3471).
 - b. 7260 Area Coordinator of School Maintenance (Sch. 44.6 \$818B989, 1779M2151).
 - c. 7261 Supervisor of Maintenance, San Francisco Unified School District (Sch. 45.6 \$858B1037, 1866M2255).
- 3. Classify 8 new positions as follows:
 - a. 1-5107 Director of Buildings and Grounds, San Francisco Unified School District (Sch. 56.2 \$1421B1723, 3091M3748).
 - b. 1-5106 Assistant to the Director of Building and Grounds, San Francisco Unified School District (Sch. 50.9 \$1104B1336, 2401M2906).

CLASSIFICATION AND PAY: (cont')

1280-82
(CONT')

- c. 2-7263 Maintenance Manager, San Francisco Unified School District (Sch. 54.2 \$1291B1565, 2808M3404).
- d. 2-7262 Maintenance Planner, San Francisco Unified School District (Sch. 50.9 \$1104B1336, 2401M2906).
- e. 2-1426 Senior Clerk Typist (Sch. 34.5 \$510B614, 1094M1316).

4. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1287-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
324-81/82	Public Health	Southeast Mental Health Center
325-81/82	Public Health	District IV Citizens Advisory Board for Mental Health Services, Inc.
326-81/82	Public Health	Community Advisory Board, District V, Health & Mental Health, Inc.
327-81/82	Public Health	Unitarian Universalist Service Committee
328-81/82	Public Health	S.F. Mental Health Funds, Inc.
329-81/82	Public Health	Chinese Newcomers Service Center
330-81/82	Public Health	Volunteer Bureau
331-81/82	Public Health	S.F. Suicide Prevention, Inc.

April 19, 1982:

- 1. Sever contracts 324 through 331; over to the Special Meeting of April 29, 1982.
- 2. Approve all others, notify the offices of the Controller and the Purchaser.

Action: Over to the meeting of May 17, 1982.

1297-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jerry William Akins 8176 Trial Attorney	Police Department	3	3
Alexander Parisotto 7407 Asphalt Finisher	Airports Commission	5	5
Dorothy Blakemore 1428 Ward Clerk	Public Health	5	5
Jean Wright 8180 Principal Attorney	District Attorney	5	5

Action: Adopt staff report.

CLASSIFICATION AND PAY: (cont')

1298-82

Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. 11)

Action: Adopt report and approve requests for the payment of overtime compensation to employees designated in the staff report for the periods indicated.

1305-82

Request to consolidate Classes B152 Court Room Clerk and B160 Law Clerk. (Calendar Item No. 12)

Action: Adopt staff report.

1. Consolidate the duties of Class B160 Law Clerk with Class B152 Court Room Clerk.
2. Retitle the class specification for B152 Court Room Clerk to 8113 Court Clerk and amend the specification as recommended in the staff report.
3. Grant status in Class 8113 Court Clerk to permanent incumbents in Classes B160 Law Clerk and B152 Court Room Clerk.
4. Abolish Class B160 Law Clerk.
5. Advise the County Clerk, Sheriff and City Attorney's Offices to amend their budgets accordingly.

1306-82

Salary Standardization for Registered Nurse classification (Charter Section 8.403). (Calendar Item No. 13)

Action: Adopt staff report; forward to the Board of Supervisors.

1307-82

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
346-81/82	Art Commission	David Gilhooly
347-81/82	Art Commission	Joyce Kozloff
348-81/82	Art Commission	Arnoldo Pomodoro
349-81/82	Art Commission	Robert Irwin
350-81/82	Art Commission	Seiji Kunishima
351-81/82	Airports Commission	Orrick, Harrington & Sutcliffe
352-81/82	Civil Service Commission	Management & Personnel Systems
353-81/82	Civil Service Commission	Management & Personnel Systems
354-81/82	S.F. Police Department	Irving Goldaber, Ph.D.
355-81/82	Social Services	Catholic Social Services
356-81/82	Social Services	J. Donald Cohon, Ph.D.
357-81/82	Social Services	Dr. Martin Glasser, M.D.

CLASSIFICATION AND PAY: (cont')

1307-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
358-81/82	Social Services	Luz-Mary Harris, Ph.D.
359-81/82	Social Services	Carolyn B. Block, Ph.D.
360-81/82	Public Health	Patricia Rodriguez
361-81/82	Public Works	Dames & Moore
362-81/82	Rent Stabilization Board	University of California, Berkeley-Polly Marshall

Action: Approve as amended to reflect the correct duration date of contract 351-81/82 to June 30, 1987. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2186-82

From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. 14)

Oral Authorization Numbers: 3347-3485

Action: Approve.

RECRUITMENT AND EXAMINATION:

40104-82

Appeal of action by the General Manager, Personnel on protests concerning the Examination Announcements for Classes 9140 Transit Manager I, 9141 Transit Manager II and 9142 Transit Manager III. (Calendar Item No. 15)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the meeting of May 3, 1982.

Rescheduled from the meeting of May 3, 1982 to the Special Meeting of April 29, 1982.

Action: Over to the Special Meeting of May 7, 1982.

40122-82

Special Report - Class 8304 Deputy Sheriff (James H. McClure)
(Calendar Item No. 17)

Action: Over to the meeting of June 7, 1982.

40124-82

Special Report - Class 8304 Deputy Sheriff (Herbert D. McGuire).
(Calendar Item No. 16)

Action: Sustain decision of the Sheriff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING

APRIL 29, 1982

3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Leonard Collins, 9163 Transit Operator, 463/E-113, Public Utilities Commission, San Francisco Municipal Railway, 3/10/82. (Calendar Item No. 19) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Robin Dozier, 9202 Airport Communications Operator, LT, Airports Commission, 4/13/82. (Calendar Item No. 21) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

John Moran, Q-2 Police Officer, 168.5/E-93, San Francisco Police Department, Support Services Bureau, 4/8/82. (Calendar Item No. 23) (6)

Action: No future employment in the uniformed forces of the San Francisco Police Department.

Kim Pardini, 2321 Institutional Registered Nurse, 4/E-531, Department of Public Health, San Francisco General Hospital Medical Center, 2/17/82. (Calendar Item No. 22) (6)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Albert L. Smith, Jr., 9163 Transit Operator, 1072/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/7/82. (Calendar Item No. 24) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Ron Streeter, 2709 School Custodian, LT, San Francisco Unified School District, 3/5/82. (Calendar Item No. 20) (1)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action: Over to the meeting of May 17, 1982.

James M. Woodcock, 7388 Utility Plumber, 21/E-3, San Francisco Fire Department, Support Services, 1/28/82. (Calendar Item No. 18) (3)

March 1, 1982: Over to the meeting of March 15, 1982.

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

Action: Deny appeal. Approve Automatic Resignation, Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Fire Department.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DOCUMENTS DRAFT.

RECESSED MEETING OF MAY 17, 1982

JUN 10 1982

HELD ON MAY 19 AND MAY 28, 1982

SAN FRANCISCO

PART I - 2:00 P.M.

PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo (Items Missed: 9, 10, 10A, 13, 14A
14B & 14C)
Commissioner Gloyd
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Lee presided

MINUTES: Regular Meeting of April 29, 1982

Action: Approve.

ANNOUNCEMENT

The Commission met in Executive Session with the City Attorney to discuss litigation in the matter of Curtis Jean v. the Civil Service Commission. It was the decision of the Commission (Commissioners Gloyd, Lee and Powell) to accept the remand of the Court of Appeal by directing the City Attorney not to appeal and to order the Public Utilities Commission to initiate a new termination from the notice stage.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17 and March 1, 1982 (Commissioners Gloyd, Lee and Salomon): Requests for appointment above the entrance rate for various employees. (Calendar Item No. 4)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Jean Caramatti 9276 Secretary to Airports Commission	Airports Commission	4	Deny
February 17, 1982:	Over to the meeting of March 1, 1982.		
March 1, 1982:	Adopt staff report. Deny request.		
April 29, 1982:	Over to the meeting of May 17, 1982.		
Action: (May 28, 1982):	Over to the meeting of June 7, 1982.		
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Adopt staff report. Deny request.		
April 29, 1982:	Over to the meeting of May 17, 1982.		
Action: (May 28, 1982):	Over to the meeting of June 7, 1982.		

1173-82 Off calendar. (Calendar Item No. 6)

1199-82 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Christine Del Fava 1426 Senior Clerk Typist	Airports Commission	5	2
April 5, 1982:	Off calendar		
April 29, 1982:	Over to the meeting of May 17, 1982.		

Action: (May 28, 1982): Adopt staff report.

CLASSIFICATION AND PAY: (cont')

1224-82	Reorganization of the Paramedic Division of the Department of Public Health. (Calendar Item No. 8) .		
	April 19, 1982:	Over to the Special Meeting of April 29, 1982.	
	April 29, 1982:	1. General Manager, Personnel directed to obtain the opinion of the City Attorney related to the Commission's authority to award back pay to the ten employees placed on leave for not obtaining paramedic certification. (This was reported on at the Special Meeting of May 7, 1982). 2. Over to the meeting of May 17, 1982.	
	Action:	(May 28, 1982) Over to the meeting of June 7, 1982. If continued again, the Commission stipulated that this would be the last continuance.	
1278-82	Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)		
	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	323-81/82	Retirement System	Loomis, Sayles & Co., Inc: Crocker Investment Management.; Eaton & Howard, Vance Sanders., Inc.
	April 19, 1982:	Over to the Special Meeting of April 29, 1982.	
	April 29, 1982:	Over to the meeting of May 17, 1982.	
	Action:	(May 28, 1982) 1. Approve contracts with Loomis, Sayles and Company, Inc. and with Eaton and Howard, Vance Sanders Inc. Notify the offices of the Controller and the Purchaser. 2. Contract with Crocker Investment Management Corp. over to the meeting of June 7, 1982.	
1280-82	Reorganization of the Maintenance and Operations Division, San Francisco Unified School District. (Calendar Item No. 7)		
	April 19, 1982:	Over to the Special Meeting of April 29, 1982.	
	April 29, 1982:	A. Sever item 3e of staff report; over to the meeting of May 17, 1982. B. Adopt remainder of staff report.	
	Action:	Off calendar.	
1287-82	Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)		
	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	324-81/82	Public Health	Southeast Mental Health Center
	325-81/82	Public Health	District IV Citizens Advisory Board for Mental Health Services, Inc.
	326-81/82	Public Health	Community Advisory Board, District V. Health & Mental Health, Inc.
	327-81/82	Public Health	Unitarian Universalist Service Committee

CLASSIFICATION AND PAY: (cont')

1287-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
328-81/82	Public Health	S.F. Mental Health Funds, Inc.
329-81/82	Public Health	Chinese Newcomers Service Center
330-81/82	Public Health	Volunteer Bureau
331-81/82	Public Health	S.F. Suicide Prevention, Inc.

April 19, 1982:

1. Sever contracts 324 through 331; over to the Special Meeting of April 29, 1982.
2. Approve all others, notify the offices of the Controller and the Purchaser.

April 29, 1982: Over to the meeting of May 17, 1982.

Action: (May 28, 1982) Approve. Notify the offices of the Controller and the Purchaser.

1331-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
364-81/82	Public Health	Salvation Army Harbor Light Services
365-81/82	Public Health	St. Vincent de Paul, District Council of San Francisco
366-81/82	Public Health	Salvation Army Harbor Light Services
367-81/82	Public Health	Center for Education & Mental Health
368-81/82	Public Health	Salvation Army Harbor Light Services
369-81/82	Public Health	Disabled Employees Rehabilitation, Inc
370-81/82	Public Health	Advisory Committee on Drug Abuse
371-81/82	Public Health	Lawrence Hall of Science, U.C. Berkeley
372-81/82	Public Health	S.F. Hearing & Speech Center
373-81/82	Public Health	Lynette Taylor
374-81/82	Public Health	Karen Roesing
375-81/82	Real Estate	Brian-Kangus-Foulk & Associates
376-81/82	Real Estate	Haley-Leslie Appraisal Company
377-81/82	Real Estate	Urban Property Research
378-81/82	Real Estate	Gimmy Valuation Services
379-81/82	Real Estate	Lloyd Handord & Company
380-81/82	Public Works	Woodward Clyde Consultants
381-81/82	Public Works	Marion, Cerbatos & Tomasi
382-81/82	Public Works	Harding-Lawson Associates
383-81/82	Public Works	Gage-Babcock & Associates, Inc.

CLASSIFICATION AND PAY: (cont)

1331-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
384-81/82	Social Services	San Francisco Aid Retarded Citizens
385-81/82	Social Services	Potrero Hill Neighborhood House, Inc.
386-81/82	Social Services	Recreation Center for the Handicapped
387-81/82	Social Services	Geneva Social Development Center
388-81/82	Social Services	JACKIE
389-81/82	Social Services	Glide Memorial United Methodist Church
390-81/82	Off calendar	
391-81/82	Port Commission	URS/John A. Blume & Associates
392-81/82	Chief Administrative Officer	Cal Recovery Systems, Inc.
393-81/82	Police Department	Americas Behavioral Research Corp.
394-81/82	Controller	Rogers and Associates
395-81/82	Airports Commission	G.C. (Genge Consultants)
396-81/82	Airports Commission	The Parry Company
397-81/82	Social Services	San Francisco Senior Center
398-81/82	Public Health	San Francisco Senior Center
399-81/82	Public Health	Ashbury Free Clinic

Action: May 28, 1982. Approve. Notify the offices of the Controller and the Purchaser.

1332-82

Classification survey of one position. (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Police Dept. 38	1	1844 Senior Management Assistant Sch. 46.6 \$899B1088	Same - Prepares and monitors the personnel section of the budget; assists in all phases of budget preparation; develops information through budget forecasting; responsible for administrative supervision of word processing equipment.

Action: (May 28, 1982) Adopt staff report.

IN-SERVICE ACTIVITIES:

2210-82

Request for internal transfer of funds, Civil Service Commission. (Calendar Item No. B)

Action: (May 28, 1982) Approve transfer of \$360.00 from Professional Services Account to Automotive Repair Account.

IN-SERVICE ACTIVITIES: (cont')

2211-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for certain classes. (Calendar Item No. 10)

Action: (May 28, 1982) Post for adoption at the meeting of June 7, 1982.

2212-82 Extension of Limited Tenure Appointments. (Calendar Item No. 9)

Action: (May 28, 1982) Adopt staff report; approve extension of Limited Tenure appointments until September 30, 1982.

2213-82 From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. C)

Oral Authorization Numbers: 3486-3677

Action: (May 28, 1982) Approve.

2214-82 Request from the Mayor's Office of Employment and Training to modify expiration date of Rule 32 - Lay-off and Involuntary Leave, Section 32.12 - Lay-off of Limited Tenure appointees in the Mayor's Office of Employment and Training. (Calendar Item No. 10A)

Action: (May 28, 1982) Post Section 32.12 for amendment to modify expiration date from June 30, 1982 to June 30, 1983 for adoption at the meeting of June 7, 1982.

2217-82 Commendation for Dolly Lowe, Controller's EDP Division, upon her retirement after 38 years of service. (Calendar Item No. 14A)

Action: (May 19, 1982) Adopt.

2230-82 From the Board of Supervisors: Proposed Amendment to the San Francisco Administrative Code to provide Disability Pay for District Attorney's Investigators. (Calendar Item No. 14C)

Action: (May 28, 1982) Adopt staff report; notify the Board of Supervisors.

2231-82 From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. 14D)

Oral Authorization Numbers: 3678-3861

Action: Approve.

RECRUITMENT AND EXAMINATION:

40185-81 Request from the Transport Workers Union for clarification of Civil Service Commission action of October 19, 1981 related to oral authorizations for various classes in the transit series. (Calendar Item No. 14B)

July 6, 1981: Over to the meeting of July 20, 1981 for preparation of staff report.

July 20, 1981: Over to the recessed meeting of July 29, 1981.

RECRUITMENT AND EXAMINATION: (cont')

40185-81 (CONT') July 29, 1981: Grant Oral Authorizations retroactive to July 6, 1981. Oral Authorizations will expire for Class 9139 Transit Supervisor I on November 30, 1981 and for Classes 9140, 9141, 9142 Transit Managers I, II and III on January 30, 1982.

September 14, 1981: Over to the meeting of October 19, 1981.

October 19, 1981: Withhold oral authorizations for Class 9139 Transit Supervisor I until authorized to issue by Civil Service Commission.

May 7, 1982: No action taken.

Action: (May 19, 1982) 1. No action taken on the above matter.

2. The Commission directed that a high priority be given to the examination for Class 9139 Transit Supervisor I.

40104-82 Reconsideration of Civil Service Commission action of May 7, 1982 (Commissioners Gloyd, Lee and Salomon): Appeal of action by the General Manager, Personnel on protests concerning the examination announcements for Classes 9140 Transit Manager I, 9141 Transit Manager II and 9142 Transit Manager III. (Calendar Item No. 14)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the meeting of May 3, 1982.

Rescheduled from the meeting of May 3, 1982 to the Special Meeting of April 29, 1982.

April 29, 1982: Over to the Special Meeting of May 7, 1982.

May 7, 1982: Adopt staff report; deny request.

Action: (May 28, 1982) Off calendar.

40152-82 Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 1866 Systems and Procedures Supervisor examination. (Calendar Item No. 12)

Action: (May 28, 1982) Over to the meeting of June 7, 1982.

40158-82 Requests for Civil Service Commission hearing on the 1981 Q-80 Captain Police Department Examination. (Calendar Item No. 13)

Action: (May 28, 1982) Over to the meeting of June 7, 1982. To be heard on conclusion of Part II calendar but no earlier than 5:00 P.M. in Room 52E City Hall.

40360-82 Requests for reconsideration of staff's denial of a challenge of the qualification appraisal interview process and rating for Class 2591 Health Program Coordinator II, Substance Abuse. (Calendar Item No. 11)

Action: (May 28, 1982) Over to the meeting of June 7, 1982.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 17, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

All actions taken occurred at the recessed meeting of May 17, 1982 on May 28, 1982

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Ivan Estrada, 2302 Orderly, 115/E-311, Department of Public Health, Laguna Honda Hospital, 4/27/82. (Calendar Item No. 25) (4)

Action: Over to the meeting of June 21, 1982.

Orelia Gilliam, 2672 Assistant Houseparent, 79/E-12, San Francisco Unified School District, Children's Center, 5/11/82. (Calendar Item 19) (2)

Action: Over to the meeting of June 7, 1982.

Julia P. Hee, Q-2 Police Officer, V19/E-93, San Francisco Police Department, Support Services Bureau, 4/22/82. (6)

Action: Over to the meeting of June 7, 1982.

Dennis Huey, Q-2 Police Officer, 14/E-93, San Francisco Police Department, Support Services Bureau, 4/30/82. (Calendar Item No. 23) (4)

Action: Over to the meeting of June 7, 1982.

Louis Ivankovich, 8304 Deputy Sheriff, 22/E-2, Sheriff's Department, Prisoner Custody, 4/2/82. (Calendar Item No. 30) (7)

April 19, 1982: Over to the meeting of May 17, 1982.

Action: No future employment with the City and County of San Francisco.

Ronald T. Lehmer, 8320 Counselor, LT, Juvenile Court/Juvenile Hall, 4/19/82. (Calendar Item No. 15) (3)

Action: Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Jennifer Littlefield, 9202 Airport Communications Operator, 21/CPE-1, Airports Commission, 4/19/82. (Calendar Item No. 21). (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Margaret A. Mulcahy, Q-2 Police Officer, 9/E-95, San Francisco Police Department, Communications Division, 4/11/82. (Calendar Item No. 27) (6)

Action: Over to the meeting of June 7, 1982.

Robert C. Mulry, Q-2 Police Officer, 12/E-79, San Francisco Police Department, Personnel & Training, 3/8/82. (Calendar Item No. 14) (3)

April 5, 1982: Over to the meeting of May 17, 1982. Request that a representative of the Retirement System to be present at the meeting of May 17, 1982.

Action: Over to the meeting of June 7, 1982.

Cheri Porte, 1460 Senior Legal Stenographer, 3/P-4, Governmental Services, Public Administrator/Guardian Division, 4/9/82. (Calendar Item No. 32) (7)

Action: Off calendar.

Carlton Rivers, 7420 Bridgetender, 28/8/E-1, Department of Public Works, Street Repair, 4/21/82. (Calendar Item No. 16) (3)

Action: Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Brian Roderick, 9210 Airport Police Officer, V10/E-10, Airports Commission, 7/31/81. (Calendar Item No. 31) (7)

April 19, 1982: Over to the meeting of May 17, 1982.

Action: Over to the meeting of June 7, 1982.

Mary A. Rodriguez, Q-2 Police Officer, 39/E-95, San Francisco Police Department, Communications Division, 4/18/82. (Calendar Item No. 28) (6)

Action: Over to the meeting of June 7, 1982.

James Runchey, 7346 Painter, V2/E-3, Department of Public Works, Building Repair, 4/21/82. (Calendar Item No. 17) (3)

Action: Off calendar.

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 22) (4)

March 15, 1982: Over to the meeting of April 5, 1982.

April 5, 1982: Over to the meeting of May 17, 1982.

Action: Over to the meeting of June 7, 1982.

Raymond L. Stetson, Q-2 Police Officer, V2/E-94, San Francisco Police, Department, Support Services Bureau, 4/20/82. (Calendar Item No. 29) (6)

Action: Over to the meeting of June 7, 1982.

Ron Streeter, 2709 School Custodian, LT, San Francisco Unified School District, Custodial Services, 3/5/82. (Calendar Item No. 20) (1)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Over to the meeting of May 17, 1982.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Barry J. Wolf, Q-2 Police Officer, 208/E-93, San Francisco Police Department, Support Services Bureau, 4/27/82. (Calendar Item No. 24) (4)

Action: Over to the meeting of June 7, 1982.

Patrick H. Yen, 1872 Programmer Analyst, 5/CPE-4, San Francisco Community College District, 5/4/82. (Calendar Item No. 18) (2)

Action: Return name to list. Not to be employed again by the San Francisco Community College District.

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17/82

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 7, 1982

DOCUMENTS DEPT.

PART I - 2:00 P.M.

JUN 14 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo (Item Missed: 33)
Commissioner Gloyd
Commissioner Powell (Items Missed: All of Part II except Item 19)
Commissioner Salomon (Items Missed: Consent Calendar, 1 through
6, 8, 13, 34 & 37)

Commissioner Lee presided

MINUTES: Regular Meeting of May 17, 1982
recessed to May 19 & 28, 1982 - Over to the meeting of June 21, 1982

ELECTION OF OFFICERS: Over to the meeting of June 21, 1982

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17 and
March 1, 1982: (Commissioners Gloyd, Lee and Salomon):
Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 13)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Jean Caramatti 9276 Secretary to Airports Commission	Airports Commission	4	Deny
February 17, 1982:	Over to the meeting of March 1, 1982.		
March 1, 1982:	Adopt staff report.		
Action:	Deny staff report. Grant Step 3.		
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Deny request.		
April 29, 1982:	Recessed to May 28, 1982.		
May 28, 1982:	Over to the meeting of June 7, 1982.		
Action:	Over to the meeting of June 21, 1982.		

224-82 Reorganization of the Paramedic Division of the Department of Public Health.
(Calendar Item No. 14)

Action: Over to the meeting of June 21, 1982.

CLASSIFICATION AND PAY: (cont')

1278-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-81/82	Retirement System	Loomis, Sayles & Co., Inc., Crocker Investment Management Corp.; Eaton & Howard, Vance Sanders Inc.
April 19, 1982:		Over to the Special Meeting of April 29, 1982.
April 29, 1982:		Over to the meeting of May 17, 1982.
May 17, 1982:		Over to the recessed meeting of May 19 & 28, 1982.
May 28, 1982:		<ol style="list-style-type: none">1. Approve contracts with Loomis, Sayles and Company, and with Eaton and Howard, Vance Sanders Inc; notify the offices of the Controller and the Purchaser.2. Contract with Crocker Investment Management Corp. over to the meeting of June 7, 1982.

Action: Over to the meeting of June 21, 1982.

1341-82 Amendment of specifications for classifications 2302 Orderly and 2312 Licensed Vocational Nurse, Department of Public Health. (Calendar Item No. 15)

Action: Over to the meeting of June 21, 1982.

1350-82 Classification of one position authorized in the 1980-81 budget for the San Francisco International Airport, Planning and Control Division. (Calendar Item No. A)

Action: Adopt staff report.

1. Amend and retitle the specification for Class 7262 Maintenance Planner, San Francisco Unified School District.
2. Allocate one position identified in the budget as A307 Airport Chief Scheduler (J Rate \$1047B1267) to amended Class 7262 Maintenance Planner (Sch. 50.9 \$1104B1336, 2401M2906) (1982-83 Rate, Sch. 51.7 \$1147B1388, 2495M3019).
3. Amend Annual Salary Ordinance Section 27/00/00/001 accordingly.
4. Advise the Airport to submit a supplemental appropriation to adjust their budget.
5. Advise the School District to amend their Annual Salary Resolution accordingly.

1351-82 Request from Public Utilities Commission for approval to utilize four Staff Assistants for a summer intern program. (Calendar Item No. B)

Action: Approve use of three 9736 Staff Assistant II, Special Project and one 9738 Staff Assistant III, Special Project through September 30, 1982.

CLASSIFICATION AND PAY: (cont')

1357-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
400-81/82	Commission on Aging	Asian Law Caucus
401-81/82	Commission on Aging	Bayview Hunters Point Senior Center
402-81/82	Commission on Aging	Bernal Heights Community Foundation
403-81/82	Commission on Aging	Canon Kip Community House
404-81/82	Commission on Aging	Church of the Advent
405-81/82	Commission on Aging	Family Service Agency
406-81/82	Commission on Aging	Filipino American Council
407-81/82	Commission on Aging	Golden Gate Senior Services
408-81/82	Commission on Aging	Kimochi Inc.
409-81/82	Commission on Aging	Korean Community Services Center
410-81/82	Commission on Aging	Legal Assistance to the Elderly
411-81/82	Commission on Aging	Meals on Wheels
412-81/82	Commission on Aging	Mission Neighborhood Center
413-81/82	Commission on Aging	Mt. Zion Hospital Geriatric Services
414-81/82	Commission on Aging	Native American Indian Senior Center
415-81/82	Commission on Aging	North of Market Health Council
416-81/82	Commission on Aging	OMI Community Association
417-81/82	Commission on Aging	Operation Concern/Pacific Medical Center
418-81/82	Commission on Aging	Pleasure Endeavors Projects, Inc.
419-81/82	Commission on Aging	Reality House West
420-81/82	Commission on Aging	Recreation Center for the Handicapped
421-81/82	Commission on Aging	Russian American Community Services
422-81/82	Commission on Aging	The Salvation Army
423-81/82	Commission on Aging	S.F. Council of Churches
424-81/82	Commission on Aging	S.F. Home Health Services
425-81/82	Commission on Aging	S.F. Public Health Service #3
426-81/82	Commission on Aging	S.F. Senior Centers (Downtown)
427-81/82	Commission on Aging	Self Help for the Elderly
428-81/82	Commission on Aging	Senior Escort Service
429-81/82	Commission on Aging	Senior Resources
430-81/82	Commission on Aging	Suicide Prevention of S.F.
431-81/82	Commission on Aging	Support Services for Elders
432-81/82	Commission on Aging	United Jewish Community Centers

CLASSIFICATION AND PAY: (cont')

1357-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
433-81/82	Commission on Aging	Visitacion Valley Community Center
434-81/82	Commission on Aging	Westside Community Mental Health Center
435-81/82	Commission on Aging	YMCA of San Francisco
436-81/82	Commission on Aging	YMCA of San Francisco
437-81/82	Commission on Aging	Western Addition Senior Citizens Service Center
438-81/82	Commission on Aging	Los Mayores De Centro Latino

Action: Approve as modified at the meeting; notify the offices of the Controller and the Purchaser.

1358-82

Review of requests for approval of proposed personal services centers.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
439-81/82	Public Health	Pride Foundation (Acceptance House)
440-81/82	Public Health	Women's Alcohol Coalition
441-81/82	Public Health	Bayview-Hunter's Point Foundation for Community Improvement
442-81/82	Public Health	Bay Area Addition, Research & Treatment, Inc.
443-81/82	Public Health	The Salvation Army, AKA S.A. Harbor Light Center (Recovery Home for Women)
444-81/82	Public Health	Bayview-Hunter's Point Foundation for Community Improvement (Center for Problem Drinkers)
445-81/82	Public Health	Liberation House, Inc.
446-81/82	Public Health	Mission Council on Alcohol Abuse for the Spanish-speaking, Inc. Latino Family Alcoholism Counseling Center
447-81/82	Public Health	North of Market Health Council, Inc. (Senior Alcohol Program)
448-81/82	Public Health	Pride Foundation
449-81/82	Public Health	Westside Community Mental Health Center (Drug Treatment Program)
450-81/82	Public Health	Youth Projects, Inc. (Drug Detoxification, Rehabilitation & Aftercare Project)
451-81/82	Public Health	Walden House, Inc.
452-81/82	Public Health	California Alcoholism Treatment Services (Golden Gate for Seniors)
453-81/82	Public Health	S.F. Suicide Prevention, Inc.

CLASSIFICATION AND PAY: (cont')

1358-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
454-81/82	Public Health	Edgewood Children's Center/Lucinda Weeks
455-81/82	Public Health	Oakes Children's Center
456-81/82	Public Health	Richmond Area Multi-Services, Inc.
457-81/82	Public Health	Adolescent Day Treatment Center of Children's Hospital
458-81/82	Public Health	University of California, San Francisco, Department of Psychiatry, Program Evaluation Service
459-81/82	Public Health	Patients' Rights Advocacy Services, Inc.
460-81/82	Public Health	S.F. Council of Churches
461-81/82	Public Health	Comprehensive Child Crisis Service, Children's Hospital
462-81/82	Public Health	MSC Psychiatric Services Corporation
463-81/82	Public Health	St. Mary's Hospital & Medical Center, McAuley Institute
464-81/82	Public Health	Regents of the University of California Langley Porter Institute
465-81/82	Public Health	OBECA/ARRIBA JUNTOS
466-81/82	Public Health	California Alcoholism Services (Redwood Recovery Center)

Action: Approve. Notify the offices of the Controller and the Purchaser.

1359-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 4)

ITEM A:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
467-81/82	Police	PSW3, Inc.
468-81/82	Chief Administrative Officer	Morrison & Foerster
469-81/82	Rent Board	Ruth Astle, Attorney at Law
470-81/82	Public Utilities	Booz, Allen & Hamilton, Inc.
471-81/82	Public Works	Henry L. Chapot & Associates
472-81/82	Public Works	Henry L. Chapot & Associates
473-81/82	Public Works	Rutherford & Chekene
474-81/82	Public Works	H.J. Brunnier & Associates
475-81/82	Public Works	Melvin Lee Associates
476-81/82	Public Works	Parctec
477-81/82	Public Works	Towil Inc.
478-81/82	Social Services	Anna Walker de Lavallade

CLASSIFICATION AND PAY: (cont')

1359-82

ITEM A: (cont')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
479-81/82	Social Services	Jose Llanes
480-81/82	Social Services	International Technical Services
481-81/82	Social Services	Ronald Jackson
482-81/82	Social Services	Elizabeth Jane Robbins
483-81/82	Airport	Morrison & Foester, Attorneys
484-81/82	Airport	Robert F. Hicks, Ph.D.
485-81/82	Airport	Ward Howell International Inc.
486-81/82	Public Health	S.F. Mental Health Funds, Inc. City-Wide Alcoholism Advisory Board
487-81/82	Public Health	Poolman, Shih & Platton, Inc.
488-81/82	Public Health	Bitsmith Software, Inc.
489-81/82	Public Health	Superior Business Services
490-81/82	Public Health	Gateway Family Health, Inc.
491-81/82	Public Health	Project Title XVI, Inc.
492-81/82	Public Health	Data Processing & Accounting Services
493-81/82	Public Health	University of California
494-81/82	Public Health	Hanson, Bridgett, Marcus, Vlahos & Stromberg
495-81/82	Public Health	Bitsmith, Inc.
496-81/82	Public Health	California League for the Handicapped

ITEM B:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
497-81/82	Public Health	Henry Ohloff House
498-81/82	Public Health	California Alcoholism Treatment Services
499-81/82	Public Health	National Council on Alcoholism-Bay Area

Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1360-82 Classification of five positions in the San Francisco Police Department. (Calendar Item No. C)

Action: Adopt staff report.

1. Allocate three positions to the budgeted Class 1450 Principal Clerk Stenographer (Sch. 38.4 \$611B738).
2. Allocate one position budgeted in Class 1528 Administrative Secretary (Sch. 40.8 \$684B826) to Class 1452 Stenographic Secretary (Sch. 39.6 \$647B781).
3. Confirm the allocation of one position in Class 1408 Principal Clerk (Sch. 38.4 \$611B738) instead of the budgeted Class 1410 Chie Clerk (Sch. 41.9 \$721B870).
4. Oral authorizations for non-Civil Service appointments in Class 1450 and 1452 to be granted only after successful completion of stenographic skills test by the proposed appointees.
5. Amend Annual Salary Ordinance 380170 to reflect these actions.
6. Advise the department to submit a supplemental appropriation request to reflect the budgetary changes recommended in this report.

1370-82 Request to make an exempt appointment in Class 7212 Automotive Transit Equipment Supervisor at Step 5. (Calendar Item No. 16)

Action: Deny staff report; disapprove exempt appointment to Class 7212 Automotive Transit Equipment Supervisor at Step 5.

1375-82 Modification to class specification for Class 9131 Station Agent. (Calendar Item No. D)

Action: Over to the meeting of June 21, 1982.

1376-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
500-81/82	Mayor's Office	Thomas Debrauski
501-81/82	Mayor's Office	Michael Kantor

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2203-82 Appeal of discrimination complaint hearing panel decision in the matter of Gayman Sun vs. Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 10)

Action: Grant appeal of Gayman Sun. Direct the Public Utilities Commission to appoint Mr. Sun to the next permanent vacancy in Class 7253 Electrical Transit Mechanic Supervisor 1.

IN-SERVICE ACTIVITIES: (cont')

2211-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for certain classes. (Calendar Item No. 9)
May 17, 1982: Recessed to May 28, 1982.
May 28, 1982: Post for adoption at the meeting of June 7, 1982.
Action: Adopt.

2214-82 Request from the Mayor's Office of Employment and Training to modify expiration date of Rule 32 - Lay-off and Involuntary Leave, Section 32.12 - Lay-off of Limited Tenure Appointees in the Mayor's Office of Employment and Training. (Calendar Item No. 17)
May 17, 1982: Over to the recessed meeting of May 19 & 28, 1982.
May 28, 1982: Post Section 32.12 for amendment to modify expiration date from June 30, 1982 to June 30, 1983 for adoption at the meeting of June 7, 1982.
Action: Over to the meeting of June 21, 1982.

2242-82 Commendation for Curtis Green, General Manager of the Municipal Railway. upon his retirement. (Calendar Item No. 12)
Action: Adopt.

2243-82 Appeal of the decision of the General Manager, Personnel to reinstate terminated promotional probationary employee to the San Francisco Public Library. (Calendar Item No. 11)
Action: Sustain decision of the General Manager, Personnel.

2244-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. E)
Oral Authorization Numbers: 3862-3928
Action: Approve.

RECRUITMENT AND EXAMINATION:

40152-82 Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 1866 Systems and Procedures Supervisor examination. (Calendar Item No. 6)
May 17, 1982: Recessed to May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
Action: Adopt staff report, deny appeal of Wayne E. Engel.

RECRUITMENT AND EXAMINATION: (cont')

40158-82 Requests for Civil Service Commission hearing on the 1981 Q-80 Captain, Police Department Examination. (Calendar Item No. 8)

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Over to the meeting of July 6, 1982 at 1:00 P.M. in Room 2C City Hall.

40203-82 H-2 Firefighter - Special Report. (Calendar Item No. 18)

Action: Off calendar.

40360-82 Request for reconsideration of staff's denial of a challenge of the qualification appraisal interview process and rating for Class 2591 Health Program Coordinator II, Substance Abuse. (Calendar Item No. 7)

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Adopt staff report, deny appeal of Martha Henderson.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 7, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Patricia A. Blanson, Q-2 Police Officer, 42/E-94, San Francisco Police Department, 5/14/82. (Calendar Item No. 32) (6)

Action: Over to the meeting of June 21, 1982.

Roger Edwards, 9213 Senior Airfield Safety Officer, LT, Airports Commission, 4/22/82. (Calendar Item No. 20) (1)

Action: Over to the meeting of July 6, 1982.

Orelia Gilliam, 2672 Assistant Houseparent, 79/E-12, San Francisco Unified School District, Children's Center, 5/11/82. (Calendar Item No. 22) (2)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Over to the meeting of June 21, 1982.

William Giusti, 2726 School Custodian Assistant Supervisor, 6/P-4, San Francisco Unified School District, Custodial Services, 4/20/82. (Calendar Item No. 36) (6)

Action: Over to the meeting of June 21, 1982.

Julia P. Hee, Q-2 Police Officer, V19/E-93, San Francisco Police Department, Support Services Bureau, 4/22/82. (Calendar Item No. 28) (6)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Dennis Huey, Q-2 Police Officer, 14/E-93, San Francisco Police Department, Support Services Bureau, 4/30/82. (Calendar Item No. 24) (4)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Ineligible to file for the examination for Class Q-2 Police Officer for one year.

Alice Jacobs, 3632 Librarian 11, 1/E-70, San Francisco Public Library, 6/7/82. (Calendar Item No. 21) (1)

Action: Off calendar.

Stephen F. Lurati, Q-2 Police Officer, 12/E-94, San Francisco Police Department, Company D, 5/7/82. (Calendar Item No. 33) (6)

Action: Ineligible to file for the examination for Class Q-2 Police Officer for two years.

Margaret A. Mulcahy, Q-2 Police Officer, 9/E-95, San Francisco Police Department, Communications Division, 4/11/82. (Calendar Item No. 29) (6)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Ineligible to file for the examination for Class Q-2 Police Officer for one year.

Robert C. Mulry, Q-2 Police Officer, 12/E-79, San Francisco Police Department, Personnel & Training, 3/8/82. (Calendar Item No. 19) (3)

April 5, 1982: Over to the meeting of May 17, 1982.
Request that a representative of the Retirement System to present at the meeting of May 17, 1982.

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Grant appeal. Disapprove Automatic Resignation.
Reinstate to position.

Dave McMullen, 2321 Institutional Registered Nurse, 8/E-610, Department of Public Health, San Francisco General Hospital Medical Center, 5/15/82. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Steven M. Ness, Q-2 Police Officer, 40/E-94, San Francisco Police Department, 5/11/82. (Calendar Item No. 34) (6)

Action: Ineligible to file for the examination for Class Q-2 Police Officer for two years.

Brian Roderick, 9210 Airport Police Officer, V10/E-10, Airports Commission, 7/31/81. (Calendar Item No. 37) (7)

April 19, 1982: . Over to the meeting of May 17, 1982.
May 17, 1982: Over to the recessed meeting of May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
Action: Not to be employed again by the Airports Commission.

Mary A. Rodriguez, Q-2 Police Officer, 39/E-95, San Francisco Police Department, Communications Division, 4/18/82. (Calendar Item No. 30) (6)

May 17, 1982: Over to the recessed meeting of May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
Action: Ineligible to file for the examination for Class Q-2 Police Officer for one year.

Michael W. Sears, Q-2 Police Officer, 3/E-94, San Francisco Police Department, Garage Division, 5/19/82. (Calendar Item No. 27) (4)

Action: Over to the meeting of June 21, 1982.

Larry Simms, 9163 Transit Operator, 1095/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/10/82. (Calendar Item No. 38) (7)

Action: Over to the meeting of June 21, 1982.

Penny Sneed, Q-2 Police Officer, 234/E-93, San Francisco Police Department, Communications Division, 2/19/82. (Calendar Item No. 25) (4)

March 15, 1982: Over to the meeting of April 5, 1982.
April 5, 1982: Over to the meeting of May 17, 1982.
May 17, 1982: Over to the recessed meeting of May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
Action: Off calendar. Ms. Sneed to notify the Assistant Secretary when prepared to proceed. Ineligible for employment with the City and County pending final Commission action.

Odell Spencer, 7502 Asphalt Worker, 4/E-6, Department of Public Works, Street Repair, 5/6/82. (Calendar Item No. 23) (2)

Action: Over to the meeting of June 21, 1982. To provide a letter from Alcoholics Anonymous that a sponsor has been assigned.

Raymond L. Stetson, Q-2 Police Officer, V2/E-94, San Francisco Police Department, Support Services Bureau, 4/20/82. (Calendar Item No. 31) (6)

May 17, 1982: Over to the recessed meeting of May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Barry J. Wolf, Q-2 Police Officer, 208/E-93, San Francisco Police Department, Support Services Bureau, 4/27/82. (Calendar Item No. 26 (4)

May.17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

CE5
#5
6/21/82

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 21, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

JUN 25 1982

**SAN FRANCISCO
PUBLIC LIBRARY**

Present: Commissioner Lee
Commissioner Texidor del Portillo (Items Missed: 5, 6, 11, 13, 14, 15,
16 & all of Part II)
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: Minutes, Election of Officers, Consent
Calendar, 11, 6, & All of Part II)

Commissioner Lee presided

MINUTES: Regular Meeting of June 7, 1982.
Regular Meeting of May 17, 1982
recessed to May 19 & 28, 1982 -
(June 7, 1982: over to June 21, 1982)

Action: Approve.

ELECTION OF OFFICERS: (June 7, 1982: over to the meeting of June 21, 1982)

Action: The Commission elected Carlota Texidor del Portillo, President
and Louis Hop Lee, Vice President, for terms of office which
expire on June 30, 1983.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17, 1982
(Commissioners Gloyd, Lee and Powell):
Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 7)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>ACTION</u>
Julie Lee 1650 Accountant	Public Works	5	Deny request.
February 17, 1982:	Deny request.		
April 29, 1982:	Recessed to May 28, 1982.		
May 28, 1982:	Over to the meeting of June 7, 1982.		
June 7, 1982:	Over to the meeting of June 21, 1982.		
Action:	Over to the meeting of July 6, 1982.		

1224-82 Reorganization of the Paramedic Division of the Department of Public Health.
(Calendar Item No. 8)

April 19, 1982:	Over to the Special Meeting of April 29, 1982.
April 29, 1982:	1. General Manager, Personnel directed to obtain the opinion of the City Attorney related to the Commission's authority to award back pay to the ten employees placed on leave for not obtaining paramedic certification. (This was reported on at the Special Meeting of May 7, 1982). 2. Over to the meeting of May 17, 1982.

CLASSIFICATION AND PAY: (cont')

1224-82
(CONT')

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982. If continued again, the Commission stipulated that this would be the last continuance.

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Adopt staff report as amended.

A. Establish new classification 2535 Chief, Paramedic Division (J,Z Sch. 50.2 \$1067B1291, 1981-82) (J,Z Sch. 52.7 \$1203B1457 1982-83). Adopt class specification as indicated in staff report.

B. Allocate one newly budgeted position of A315 Chief Paramedic Division (J,Z \$1141B1368) to the newly establish classification of 2535 Chief, Paramedic Division.

C. Establish new classification 2534 Paramedic Supervisor (J,Z Sch. 48.2 \$970B1174 1981-82) (J,Z Sch. 50.7 \$1093B 1323 1982-83). Adopt class specification as indicated in staff report.

D. Allocate five newly budgeted positions as A316 Paramedic Field Supervisors (J,Z \$1027B1243) to the new classification of 2534 Paramedic Supervisor.

E. Establish new classification 2532 Paramedic (J Sch. 44.7 \$822B994 1981-82) (Sch. 47.2 \$925B1120 1982-83).

F. Reallocate all positions in classifications 2526 Ambulance Driver (Sch. 44.7 \$822B994) and 2528 Medical Steward (Sch. 44.7 \$822B994) to the new establish classification of 2532 Paramedic not later than July 1, 1984. Grant status to employees in classification 2526 Ambulance Driver and 2528 Medical Steward when they qualify under the minimum qualification 2532 Paramedic.

G. Reallocate one vacant position in Class 2530 Senior Medical Steward (Sch. 46.2 \$882B1067) to the new Class 2534 Paramedic Supervisor.

H. Reallocate 4 vacant positions in Class 2530 Senior Medical Steward (Sch. 46.2 \$882B1067) to the new Class 2532 Paramedic. Reallocate 4 positions in Class 2530 Senior Medical Steward to the new Class 2532 Paramedic when positions are vacated by permanent incumbents.

I. Abolish the following classifications:

1. 2132 Emergency Medical Service Superintendent (Sch. 51.9 \$1158B1401).
2. 2130 Emergency Medical Service Assistant Superintendent (Sch. 49.7 \$1042B1261).

J. Abolish the following classifications when all positions are vacant:

1. 2530 Senior Medical Steward (Sch. 46.2 \$882B1067).
2. 2528 Medical Steward (Sch. 44.7 \$822B994).
3. 2526 Ambulance Driver (Sch. 44.7 \$822B994).

K. Amend Section 84/000/01001 of the Annual Salary Ordinance accordingly.

CLASSIFICATION AND PAY: (cont')

1224-82
(CONT')

- L. Advise the Department of Public Health to submit a supplemental appropriation.
- M. Amend Civil Service Rule 16 governing probationary periods to provide for a one year probationary period for the new classifications. This Rule change will be subject to meet and confer.
- N. Advise the decentralized testing unit of the Department of Public Health to provide examinations for vacant positions.
- O. Consider including Class 2535 Chief Paramedic Division in the Senior Management Service Series.

Amendment: The General Manager, Personnel to report back to the meeting of July 6, 1982 with a list of classes which could be utilized for status grants for current incumbents in the affected classes who are unable to secure paramedic certification. Such list shall not include a class with a lower schedule of compensation.

1278-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-81/82	Retirement System	Loomis, Sayles & Co., Inc, Crocker Investment Management Corp.; Eaton & Howard, Vance Sanders Inc.
April 19, 1982:		Over to the Special Meeting of April 29, 1982.
April 29, 1982:		Over to the meeting of May 17, 1982.
May 17, 1982:		Over to the recessed meeting of May 28, 1982.
May 28, 1982:		<ol style="list-style-type: none">1. Approve contracts with Loomis, Sayles and Company and with Eaton and Howard, Vance Sanders Inc; notify the offices of the Controller and the Purchaser.2. Contract with Crocker Investment Management Corp over to the meeting of June 7, 1982.
June 7, 1982:		Over to the meeting of June 21, 1982.

Action: Off calendar. Refer to the Standing Committee on Charter and Rules Revision for review.

1323-82 Requests for supervisory differential adjustments as provided by Section IV.F. of the Salary Standardization Ordinance, 1981-82. (Calendar Item No. A)

Action: Adopt staff report; approve supervisory differential adjustments; amend annual salary ordinance accordingly, advise departments to submit supplemental appropriations.

1341-82 Amendment of specifications for classifications 2302 Orderly and 2312 Licensed Vocational Nurse, Department of Public Health. (Calendar Item No. 9)

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Over to the meeting of July 6, 1982.

CLASSIFICATION AND PAY: (cont')

1373-82 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 11)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Martha Capizzi 2321 Institutional Registered Nurse	Public Health	5	2
Mrs. Roy Matson 1842 Management Assistant	Chief Medical Examiner, Coroner	5	2
Robert S. English 1840 Junior Management Assistant	Public Health	5	5
Dennis Roberts 1842 Management Assistant	Airports Commission	2	2
Elizabeth Wong 2321 Institutional Registered Nurse	Public Health	5	1
Action:	1. Request for Elizabeth Wong, Class 2321 Institutional Registered Nurse, Department of Public Health, over to the meeting of July 6, 1982. 2. Deny staff report as it pertains to Martha Capizzi, approve Step 5 as requested. 3. Adopt balance of staff report.		

1374-82 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. B)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by the "Z" symbol for the periods indicated in the staff report.

1375-82 Modification to class specification for Class 9131 Station Agent. (Calendar Item No. 10)

Action: Over to the meeting of August 2, 1982.

1387-82 Salary history/comparison between the Real Property Appraiser Series and the Right-Of-Way Agent Series. (Calendar Item No. 12)

Action: Over to the meeting of July 19, 1982.

1391-82 Request to grant status to permanent incumbents in Classification 2321 Institutional Registered Nurse to Classification 2320 Registered Nurse, Department of Public Health. (Calendar Item No. 13)

Action: Adopt staff report; grant status to permanent incumbents in Classification 2321 Institutional Registered Nurse to 2320 Registered Nurse effective July 1, 1982.

CLASSIFICATION AND PAY: (cont')

1403-82 Classification survey of eleven positions. (Calendar Item No. C)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Sheriff Dept. 06	11	8304 Deputy Sheriff Sch. 42.1 \$728B878	Same - Supervises prisoner work crews in the collection, laundering and dis- tributing of clothing, towels and bedding; identifies, delouses, and issues jail clothing to prisoners remaining in custody following arraignment; classifies prisoners to appropriate housing areas.

Action: Adopt staff report.

1404-82 Establishment of two new civilian classifications and allocation of four new positions for the San Francisco Fire Department. (Calendar Item No. 14)

Action: Adopt staff report.

1. Establish two new classifications at the 1982-83 salary rates as indicated. 6280 Fire Safety Inspector 1 (Sch. 41.0 \$691B834) and 6281 Fire Safety Inspector 11 (\$1008B 1008 Flat Rate).
2. Allocate four newly budgeted positions as follows:
2-6280 Fire Safety Inspector 1 (Sch. 41.0 \$691B834)
2-6281 Fire Safety Inspector 11 (Flat Rate \$1008B1008)
3. Amend the annual salary ordinance to reflect the recommendations of this report.
4. Advise the department to submit a supplemental appropriation request.

1405-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
502-81/82	Public Health	Youth Projects, Inc.
503-81/82	Public Health	Instituto Familiar de la Raza, Inc.
504-81/82	Public Health	Medical Research Institute of S.F.
505-81/82	Public Health	The Institute for Medical Sciences
506-81/82	Public Works	Ben Tamplin and Associates
507-81/82	Public Works	Hesselberg, Keesee & Associates
508-81/82	Public Works	Sverdrup & Parcel
509-81/82	Public Works	Fred N. Finn
510-81/82	Public Works	Honeywell Inc.
511-81/82	Art Commission	Patricia Rodriguez

CLASSIFICATION AND PAY: (cont')

1405-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
512-81/82	Art Commission	Elizabeth Greene
513-81/82	Art Commission	Michael Rios
514-81/82	Art Commission	Bluepeter, Inc.
515-81/82	Art Commission	Gensler & Associates
516-81/82	Sheriff	Comprehensive Occupational & Psychological Services
517-81/82	Sheriff	Occupational Health Services, Inc.
518-81/82	Chief Administrative Officer	Robert Hilton
519-81/82	Chief Administrative Officer	Marian R. Chertow
520-81/82	Chief Administrative Officer	Germaine Q. Wong
521-81/82	Chief Administrative Officer	S.F. Convention & Visitors Bureau
522-81/82	War Memorial & Performing Arts Center	CommAir Mechanical Services
523-81/82	Recreation and Park	William Meeker
524-81/82	Port Commission	Parsons, Brinckerhoff, Quade & Douglas, Inc.
525-81/82	Asian Art Museum	Rene-Yvon d'Argence
526-81/82	S.F. Police Department	Applied Systems Technology, Inc.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1405-82
(ADDEN)

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 14A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
527-81/82	Public Utilities Commission	Multiplication, Inc.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1412-82

Advance approval of proposed personal services contracts for the City Attorney's Office. (Calendar Item No. 3)

Action: Adopt staff report.

1. Approve for the 1982-83 Fiscal Year, all personal services contracts engaged in between the City Attorney's Office and Golden Gate University, Hastings College of the Law, University of California at Berkeley, and the University of San Francisco for the purpose of securing the services of law student interns.
2. Advise the City Attorney's Office to submit semi-annual intern affirmative action data to the Civil Service Commission EEO Unit for monitoring.

IN-SERVICE ACTIVITIES:

2214-82 Request from the Mayor's Office of Employment and Training to modify expiration date of Rule 32 - Lay-off and Involuntary Leave, Section 32.12 - Lay-off of Limited Tenure Appointees in the Mayor's Office of Employment and Training. . (Calendar Item No. D)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Post Section 32.12 for amendment to modify expiration date from June 30, 1982 to June 30, 1983 for adoption at the meeting of June 7, 1982.

2214-82 (CONT') June 7, 1982: Over to the meeting of June 21, 1982.

Action: Adopt.

2241-82 Requests for Designated Bilingual positions. (Calendar Item No. E)

Action: Adopt staff report.

2263-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. F)

Oral Authorization Numbers: 3929-4098

Action: Approve.

2264-82 Appeal of staff's decision of inapplicability of transfer of function procedure. (Calendar Item No. 15)

Action: Deny appeal. Sustain decision of the General Manager, Personnel.

2265-82 Proposed amendments to Civil Service Commission Rules relating to employee separations: Rule 6 - Separation Hearings and Procedures, Rule 25 - Absence from Duty Without Leave, and Rule 33 - Resignation. (Calendar Item No. 16)

Action: Post for meet and confer.

RECRUITMENT AND EXAMINATION:

40122-82 Special Report - Class 8304 Deputy Sheriff (James H. McClure) (Calendar Item No. 4)

April 29, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Off calendar.

40213-82 Appeal of staff's denial of protest of eligible list for Class H-32 Captain, Bureau of Fire Prevention and Public Safety, San Francisco Fire Department. (Calendar Item No. 5)

Action: Deny appeal of William C. O'Brien.

40222-82 Appeal of staff's denial of non-selection for the assessment center for Class 9141 Transit Manager II. (Calendar Item No. 6)

Action: Over to the meeting of July 6, 1982. The Commission requests the attendance of Richard Joines, Richard Sinigiani, Richard Sklar, Gil Repp and Diane Nygaard.

RECRUITMENT AND EXAMINATION: (cont')

40225-82

Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1982-83. (Calendar Item No. 33)

Action: The Commission selected and adopted the following numerical listing for us as the third alternative for breaking tie scores exclusive of the uniformed ranks for Fiscal Year 1982-83: #1-2; #2-9; #3-5; #4-3; #5-7; #6-0; #7-4; #8-8; #9-6; and #10-1.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 21, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vivian Bailey, 9163 Transit Operator, 1280/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/81. (Calendar Item No. 19) (7)

Action: Off calendar.

Patricia A. Blanson, Q-2 Police Officer, 42/E-94, San Francisco Police Department, 5/14/82. (Calendar Item No. 29) (6)

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Ineligible to file for the examination for Class Q-2 Police Officer for two years. Future employment in this class requires the approval of the General Manager, Personnel.

Anthony A. Cirimele, Q-2 Police Officer, 272/E-93, San Francisco Police Department, 5/28/82. (Calendar Item No. 30) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the San Francisco Police Department.

Ivan Estrada, 2302 Orderly, 115/E-311, Department of Public Health, Laguna Honda Hospital, 4/27/82. (Calendar Item No. 24) (4)

May 28, 1982: Over to the meeting of June 21, 1982.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Orelia Gilliam, 2672 Assistant Houseparent, 79/E-12, San Francisco Unified School District, Children's Center, 5/11/82. (Calendar Item No. 20) (2)

May 17, 1982: Over to the recessed meeting of May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
June 7, 1982: Over to the meeting of June 21, 1982.

Action: Off calendar.

William Giusti, 2726 School Custodian Assistant Supervisor, 6/P-4, San Francisco Unified School District, Custodial Services, 4/20/82. (Calendar Item No. 28) (6)

June 7, 1982: Over to the meeting of June 21, 1982.
Action: Over to the meeting of July 6, 1982.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 27) (4)

Action: Over to the first meeting in September.

Paulette Maddox, 2302 Orderly, 29/E-309, Department of Public Health, Laguna Honda Hospital, 5/23/82. (Calendar Item No. 25) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Jody J. Moroschok, Q-2 Police Officer, V9/E-66, San Francisco Police Department, Crime Lab Division, 6/7/82. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Vincent Roque, 0330 Deputy Clerk, 57/CPE-1, Municipal Court, Traffic Division, 6/1/82. (Calendar Item No. 22) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Municipal Court.

Donnye E. Ross, Q-2 Police Officer, 209/E-93, San Francisco Police Department, 5/4/82. (Calendar Item No. 32) (6)

Action: Future employment in Class Q-2 Police Officer requires the approval of the General Manager, Personnel.

Michael W. Sears, Q-2 Police Officer, 3/E-94, San Francisco Police Department, Garage Division, 5/19/82. (Calendar Item No. 23) (4)

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Ineligible to file for the examination for Class Q-2 Police Officer for one year. Future employment in this class requires the approval of the General Manager, Personnel.

Reconsideration of administrative action of April 14, 1982 taken under Civil Service Commission Rule 25: (Commissioners Gloyd, Lee and Powell)

James Silas, 9163 Transit Operator, 771/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/30/82. (Calendar Item No. 17) (3)

Action: Grant appeal. Deny Automatic Resignation. Reinstate to position.

Larry M. Simms, 9163 Transit Operator, 1095/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/10/82. (Calendar Item No. 18) (7)

June 7, 1982: Over to the meeting of June 21, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Odell Spencer, 7502 Asphalt Worker, 4/E-6, Department of Public Works, Street Repair, 5/6/82. (Calendar Item No. 21) (2)

June 7, 1982: Over to the meeting of June 21, 1982. To provide a letter from Alcoholics Anonymous that a sponsor has been assigned.

Action: Return name to list.

Donna Lee Taborsky, 2302 Orderly, 13/E-311, Department of Public Health, Laguna Honda Hospital, 6/16/82. (Calendar Item No. 26) (4)

Action: Return name to list.

REGULAR MEETING - PART I

JULY 1982

JULY 6, 1982

3:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo (Items Missed: Portion at beginning of Item 1)
Commissioner Lee

Commissioner Gloyd

Commissioner Powell

Excused: Commissioner Salomon

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of June 21, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17, 1982 (Commissioners Gloyd, Lee and Salomon): Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Deny request.		
April 29, 1982:	Recessed to May 28, 1982.		
May 28, 1982:	Over to the meeting of June 7, 1982.		
June 7, 1982:	Over to the meeting of June 21, 1982.		
June 21, 1982:	Over to the meeting of July 6, 1982.		

Action: Over to the meeting of July 19, 1982.

1173-82 Request for reconsideration of Civil Service Commission action of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 11)

April 5, 1982:	Over to the meeting of April 19, 1982.
April 19, 1982:	Over to the Special Meeting of April 29, 1982.
April 29, 1982:	Adopt staff report. (Vote of 3 of 2: Commissioners Gloyd and Lee dissenting): 1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826). 2. Abolish Class 1550 Executive Assistant to the Board of Education.

CLASSIFICATION AND PAY: (cont')

1173-82
(CONT')

3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding an audit of all positions of Commission/Board secretaries.

1278-82

Review of requests for approval of proposed personnel services contracts.
(Calendar Item No. 11A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-81/82	Retirement System	Loomis, Sayles & Co., Inc. Crocker Investment Management Corp.; Eaton & Howard, Vance Sanders Inc.
April 19, 1982:		Over to the Special Meeting of April 29, 1982.
April 29, 1982:		Over to the meeting of May 17, 1982.
May 17, 1982:		Over to the recessed meeting of May 28, 1982.
May 28, 1982:		<ol style="list-style-type: none">1. Approve contracts with Loomis, Sayles and Company and with Eaton and Howard, Vance Sanders Inc; notify the offices of the Controller and the Purchaser.2. Contract with Crocker Investment Management Corp. over to the meeting of June 7, 1982.
June 7, 1982:		Contract with Crocker Investment Management over to the meeting of June 21, 1982.
June 21, 1982:		Contract with Crocker Investment Management off calendar.
Action:	Approve. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1: Commissioner Texidor del Portillo dissents)	

1341-82

Amendment of specifications for classifications 2302 Orderly and 2312 Licensed Vocational Nurse, Department of Public Health. (Calendar Item No. 8)

June 7, 1982:	Over to the meeting of June 21, 1982.
June 21, 1982:	Over to the meeting of July 6, 1982.
Action:	Over to the meeting of July 19, 1982.

1370-82

Reconsideration of Civil Service Commission action of June 7, 1982
(Commissioners Gloyd, Lee and Texidor del Portillo):
Request to make an exempt appointment in Class 7212 Automotive Transit Equipment Supervisor at Step 5. (Calendar Item No. 7)

June 7, 1982:	Deny staff report; disapprove exempt appointment to Class 7212 Automotive Transit Equipment Supervisor at Step 5.
Action:	Adopt staff report; approve exempt appointment to Class 7212 Automotive Transit Equipment Supervisor at Step 5. (Vote of 3 to 1: Commissioner Powell dissents)

CLASSIFICATION AND PAY: (cont')

1373-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Elizabeth Wong 2321 Institutional Registered Nurse	Public Health	5	1
June 21, 1982:	Request for Elizabeth Wong, Class 2321 Institutional Registered Nurse, Department of Public Health, over to the meeting of July 6, 1982.		

Action: Deny staff report. Grant Elizabeth Wong the 5th step.

1415-82

Suspension of the provisions of Section 1.3 of the annual salary ordinance
to provide for overtime compensation for employees designated by "Z"
symbol. (Calendar Item No. A)

Action: Adopt staff report; approve requests for the payment of
overtime compensation to employees designated by "Z"
symbol as indicated in the staff report.

1416-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 10)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ron Wilson 9253 Director, Bureau of Community Affairs	Airports Commission	3	3
Dan Nicholas 8247 Emergency Planning Coordinator	Mayor's Emergency Services	5	1

Action:

1. Adopt staff report as it pertains to Ron Wilson.
(Vote of 4 to 0)
2. Deny staff report as it pertains to Dan Nicholas
grant appointment at the 3rd step (Vote of 3 to 1:
Commissioner Texidor del Portillo dissents).

1436-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-82/83	Controller	Precision Writing
2-82/83	Controller	L. Ferris Systems
3-82/83	Controller	Knauer Computer Consulting Inc.
4-82/83	Public Utilities Commission	Earth Science Associates
5-82/83	Public Utilities Commission	Pitometer Associates
6-82/83	Public Works	Pacific Scientific Company
7-82/83	Public Works	Hydroconsult Engineers
8-82/83	Commission on the Aging	Bayview Crispus Attucks
9-82/83	Commission on the Aging	Third Baptist Church

CLASSIFICATION AND PAY: (cont')

1436-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
10-82/83	Commission on the Aging	Lutheran Care for the Aged
11-82/83	S.F. Police Department	O'Rourke Associates, Inc.
12-82/83	S.F. Police Department	O'Rourke Associates, Inc.
13-82/83	Art Commission	Arch Williams
14-82/83	Port Commission	Janet Hadland Davis
15-82/83	City Attorney/City Planning	Bendix Environmental Research, Inc.
16-82/83	Public Health	Progress Foundation
17-82/83	Public Health	Progress Foundation
18-82/83	Public Health	Conrad House
19-82/83	Public Health	S.F. Medical Center Outpatient Improvement Programs, Inc.
20-82/83	Public Health	Travelers Aid Society of San Francisco
21-82/83	Public Health	Frank Safranek
22-82/83	Retirement System	Alexander & Alexander Inc.
23-82/83	Retirement System	Warren, McVeich, Griffin & Savage Inc.

Action: Approve; notify the offices of the Controller and the Purchaser.

1441-82

Status grants for employees in Classes 2826 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 9)

Action: Over to the meeting of July 19, 1982.

IN-SERVICE ACTIVITIES:

2269-82

Special Report - Class Q-2 Police Officer - (Richard Trujillo)
(Calendar Item No. 12)

Action: May not participate in the examination for Class Q-2 Police Officer for two-years.

2275-82

Special Report - Class 1422 Junior Clerk Typist - (Martin A. Ross)
(Calendar Item No. 13)

Action: Grant appeal of Martin A. Ross. Find qualified as to background for this position.

2276-82

Proposed Charter amendment (First Draft) amending Section 8.423 and Section 8.428 thereof, relating to City contributing to a dental plan for City employees. (Calendar Item No. 15)

Action: Recommend that the Civil Service Commission endorse the proposed Charter amendment and advise the Board of Supervisors accordingly.

IN-SERVICE ACTIVITIES: (cont')

2283-82 From the Department of Public Health: Request for exception to the order of lay-off. (Calendar Item No. 14)
Action: Approve.

2284-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)
Oral Authorization Numbers: 4099-4227
Action: Approve.

2290-82 Proposed amendment to Charter Section 8.405 relating to salary setting for the uniformed Police and Fire Departments. (Calendar Item No. 15A)
Action: Adopt staff report; notify the Board of Supervisors that Civil Service Commission does not endorse this Charter amendment.

2291-82 Charter amendment (First Draft) creating a probation commission and empowering the Board of Supervisors to contract for retirement benefits for certain employees. (Calendar Item No. 15B)
Action: Adopt staff report; notify the Board of Supervisors that Civil Service Commission does not endorse this Charter amendment.

RECRUITMENT AND EXAMINATION:

40037-82 Appeal of staff's rejection of application for Class 3320 Animal Keeper. (Calendar Item No. 17)
Action: Grant appeal of Patsy Jo Hurley.

40158-82 Requests for Civil Service Commission hearing on the 1981 Q-80 Captain, Police Department Examination. (Calendar Item No. 1)
May 17, 1982: Recessed to May 28, 1982.
May 28, 1982: Over to the meeting of June 7, 1982.
June 7, 1982: Over to the meeting of July 6, 1982 at 1:00 P.M. in Room 2C City Hall.
Action: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).

40222-82 Appeal of staff's denial of non-selection for the assessment center for Class 9141 Transit Manager II. (Calendar Item No. 16)
June 21, 1982: Over to the meeting of July 6, 1982. The Commission requests the attendance of Richard Joines, Richard Sinigiani, Richard Sklar, Gil Repp and Diane Nygaard.
Action: Amend announcement for Class 9141 Transit Manager II to increase members to be admitted to assessment center from twenty-four (24) to forty-eight (48).

GENERAL MANAGER'S REPORT: (Calendar Item No. 2)

Action: Over to the meeting of July 19, 1982.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 3)

Action: President Texidor del Portillo appointed new members to the following Standing Committees for two-year term:

STANDING COMMITTEE ON CHARTER AND RULES

Louis Hop Lee, Chair
Darrell J. Salomon
Genevieve Powell

STANDING COMMITTEE ON AFFIRMATIVE ACTION

Darrell J. Salomon, Chair
Dr. Howard S. Gloyd
Carlota Texidor del Portillo

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 6, 1982

PART II - 4:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Dennis P. Alford, Q-2 Police Officer, 223/E-93, San Francisco Police Department, Warrant Bureau, 6/15/82. (Calendar Item No. 21) (4)

Action: Over to the meeting of July 19, 1982.

Roger Edwards, 9213 Senior Airfield Safety Officer, LT, Airports Commission, 4/22/82. (Calendar Item No. 18) (1)

June 7, 1982: Over to the meeting of July 6, 1982.

Action: Approve.

William Giusti, 2726 School Custodian Assistant Supervisor, 6/P-4, San Francisco Unified School District, Custodial Services, 4/20/82. (Calendar Item No. 19) (6)

June 7, 1982: Over to the meeting of June 21, 1982.

June 21, 1982: Over to the meeting of July 6, 1982.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Reconsideration of Civil Service Commission action of May 28, 1982 (Commissioners Lee, Powell and Texidor del Portillo):
Louis Ivankovich, 8304 Deputy Sheriff, 22/E-2, Sheriff's Department, Prisoner Custody, 4/2/82. (Calendar Item No. 22) (7)

April 19, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: No future employment with the City and County of San Francisco.

Action: Over to the meeting of July 19, 1982.

Ronald L. Yee, Q-2 Police Officer, 130/E-93, San Francisco Police Department, 6/7/82. (Calendar Item No. 20) (6)

Action: Over to the meeting of July 19, 1982.

CIVIL SERVICE COMMISSION OF SAN FRANCISCOREGULAR MEETING - PART IJULY 19, 1982PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
 Commissioner Lee (Items Missed: Continuances, Consent Calendar, General Manager's Report, 3 & 7)
 Commissioner Gloyd
 Commissioner Salomon (Items Missed: 13)
 Excused: Commissioner Powell
 Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of July 6, 1982

Action: Approve.

SPECIAL ORDER OF BUSINESS

On July 19, 1982, the Civil Service Commission met in Executive Session to discuss a matter currently in litigation that of the 1981 examination of Class Q-80 Captain, San Francisco Police Department and the July 6, 1982 decision on this matter. It was the decision of the Civil Service Commission to direct that a motion to rescind appear on the calendar of the next regular meeting.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17, 1982. (Commissioners Gloyd, Lee and Salomon): Requests for appointment above the entrance rate for various employees. (Calendar Item No. 4)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Deny request.		
July 6, 1982:	Over to the meeting of July 19, 1982.		

Action: Deny staff report. Approve appointment of Julie Lee at Step 5, Class 1650 Accountant.

1173-82 Request for reconsideration of Civil Service Commission of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 5)

April 5, 1982:	Over to the meeting of April 19, 1982.
April 19, 1982:	Over to the Special Meeting of April 29, 1982.
April 29, 1982:	Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DOCUMENTS DEPT.

JULY 19, 1982

1111 27 1982

PART I - 2:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee (Items Missed: Continuances, Consent Calendar, General Manager's Report, 3 & 7)

Commissioner Gloyd
Commissioner Salomon (Items Missed: 13)

Excused: Commissioner Powell

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of July 6, 1982

Action: Approve.

SPECIAL ORDER OF BUSINESS

On July 19, 1982, the Civil Service Commission met in Executive Session to discuss a matter currently in litigation that of the 1981 examination of Class Q-80 Captain, San Francisco Police Department and the July 6, 1982 decision on this matter. It was the decision of the Civil Service Commission to direct that a motion to reconsider appear on the calendar of the next regular meeting.

CLASSIFICATION AND PAY:

1071-82 Reconsideration of Civil Service Commission action of February 17, 1982. (Commissioners Gloyd, Lee and Salomon): Requests for appointment above the entrance rate for various employees. (Calendar Item No. 4)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>	<u>RECOMMENDATION</u>
Julie Lee 1650 Accountant	Public Works	5	Deny
February 17, 1982:	Deny request.		
July 6, 1982:	Over to the meeting of July 19, 1982.		

Action: Deny staff report. Approve appointment of Julie Lee at Step 5, Class 1650 Accountant.

1173-82 Request for reconsideration of Civil Service Commission of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 5)

April 5, 1982:	Over to the meeting of April 19, 1982.
April 19, 1982:	Over to the Special Meeting of April 29, 1982.
April 29, 1982:	Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

CLASSIFICATION AND PAY: (cont')

1173-82
(CONT')

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding and audit of all positions of Commission/Board secretaries.

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Off calendar.

1341-82

Amendment of specifications for classifications 2302 Orderly and 2312 Licensed Vocational Nurse, Department of Public Health. (Calendar Item No. 6)

June 7, 1982: Over to the meeting of June 21, 1982.

June 21, 1982: Over to the meeting of July 6, 1982.

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Over to the meeting of August 2, 1982.

1387-82

Salary history/comparison between the Real Property Appraiser Series and the Right-Of-Way Agent Series. (Calendar Item No. 8)

June 21, 1982: Over to the meeting of July 19, 1982.

Action: Over to the meeting of September 20, 1982.

1435-82

Classification survey of three positions. (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Convention Facilities Management Dept. 93	1	1450 Principal Clerk Stenographer Sch. 40.8 \$684B826	Same - Takes & transcribes complex dictation, exercises independent judgement, performs reference research & referral duties; provides clerical support for a department overseeing a \$18 million contract; relieves department head of routine administrative details; works with other City personnel & public and private sector agencies.

CLASSIFICATION AND PAY: (cont')

1435-82
(CONT')

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Board of Education Dept. 07	1	8176 Trial Attorney Sch. 52.6 \$1197B1450	Same - Renders legal opinions interpreting state & federal statutory law including rules & regulations pertaining to Special Education; handles all litigation affecting Special Education Programs including state & federal cases; represents District in court and reports to Associate Superintendent for Special Education.
Fine Arts Museum Dept. 61	1	2716 Custodial Assistant Supervisor Sch. 37.6 \$589B710	2718 Custodial Supervisor I, Sch. 39.6 \$647B781. Supervises a crew of custodians engaged in the cleaning of 3 large museum facilities; prepares budget recommendations for equipment, supplies & manpower. Requested reclassification considered appropriate.

Action: Adopt staff report.

1441-82 Status grants for employees in Classes 2826 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 7)

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Over to the meeting of August 2, 1982.

1450-82 Amendment of the specification for Class 2472 Senior Water Chemist. (Calendar Item No. 11)

Action: Amend the specification for Class 2472 Senior Water Chemist as indicated in staff report.

1457-82 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. B)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by "Z" symbol as indicated in the staff report.

CLASSIFICATION AND PAY: (cont')

1464-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
24-82/83	Art Commission	Jacques Overhoff
25-82/83	Public Works	Royston Hanamoto Alley & Abey
26-82/83	Public Works	Interactive Resources
27-82/83	Public Works	Harding Lawson Associates
28-82/83	Public Works	Robert J. Carlson
29-82/83	Public Utilities Commission	Yellow Cab Cooperative/ Luxor Cab Company
30-82/83	Public Utilities Commission	Canon Kip Community House
31-82/83	Public Utilities Commission	Elizabeth Robbins
32-82/83	Public Health	Baker Places, Inc.
33-82/83	Public Health	Operation Concern
34-82/83	Public Health	Bayview Hunters Point Foundation
35-82/83	Public Health	Pacific Mental Health Services
36-82/83	Controller	Huston Systems Services
37-82/83	Public Health	Hospital Temporaries
38-82/83	Public Health	Nursing Services International
39-82/83	Public Health	James D. Vorries
40-82/83	Public Health	St. Benedict Center
41-82/83	Public Health	Fred Jandt, Ph.D., The Professional Development Group, Inc.
42-82/83	Controller	Toner Computer Consulting Inc.
43-82/83	Public Health	Westside Community Mental Health Center Inc.
44-82/83	City Planning	Ruth & Going, Inc.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1465-82

Survey of monthly rates paid to Police Officers and Firefighters in all Cities of 350,000 population or over in State of California. (Calendar Item No. 9)

Action:

1. Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter. The General Manager, Personnel authorized to amend certification if updated data from Los Angeles received prior to Charter deadline.
2. Commissioner Salomon appointed a Committee of One to attempt to expedite data from Los Angeles.

CLASSIFICATION AND PAY: (cont')

1470-82 Request from the Fire Department for approval of utilize a 9742 Staff Assistant V, Special Project for a six month period. (Calendar Item No. 10)

Action: 1. Adopt staff report; approve use of one 9742 Staff Assistant V, Special Project (1237 B/W) for a six month period starting August 1, 1982.
2. Approve the temporary appointment of Mr. Alfredo Tellez to a position in Class 9742 Staff Assistant V, Special Project.

1477-82 From the Public Utilities Commission: Request for conditional waivers for two positions in Class 9140 Transit Manager I. (Calendar Item No. 11A)

Action: Off calendar.

IN-SERVICE ACTIVITIES:

2272-82 From the San Francisco Unified School District: Special Report - Leroy Carr. (Calendar Item No. 14)

Action: Off calendar.

2275-82 Special Report - Class 1422 Junior Clerk Typist - (Martin A. Ross) (Calendar Item No. 12)

July 6, 1982: Grant appeal of Martin A. Ross. Find qualified as to background for this position.

Action: 1. Over to the meeting of August 2, 1982.
2. All counsel to submit written arguments on the jurisdiction of the Civil Commission in this matter including a response to the question of whether the Civil Service Commission may consider a petition under Charter Section 3.661c based on action by department on non-merit factors despite the non-inclusion of the phrase "non-merit factor" in Civil Service Commission Rule 1, Section 1.03.

2309-82 From the San Francisco Unified School District: Special Report - Ashar Mitchell. (Calendar Item No. 13)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

2315-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. C)

Oral Authorization Numbers: 4228-4708

Action: Approve.

IN-SERVICE ACTIVITIES: (cont')

2316-82 Charter amendment (First Draft) revising salaries of members of the Board of Supervisors. (Calendar Item No. 17)
Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

2317-82 Proposed Charter amendment amending Section 8.407 relating to salary data collected from the private construction industry. (Calendar Item No. 18)
Action: Over to the meeting of August 2, 1982.

2318-82 Proposed Charter amendment (First Draft) amending Sections 3.542, 3.543, 3.545, 8.405 and 8.343 concerning fire prevention and discipline within the Fire Department. (Calendar Item No. 19)
Action: Off calendar.

2319-82 Proposed Charter amendment (Fourth Draft) amending, renumbering and adding certain sections of the Charter, relating to the reorganization of the Public Utilities Commission and creating a Transportation Commission. (Calendar Item No. 20)
Action: Off calendar.

2330-82 Proposed Charter amendment amending Sections 8.326 and 8.329 relating to the eligibility of temporary employees for certification and promotion to Civil Service positions. (Calendar Item No. 20A)
Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment in its present form.

RECRUITMENT AND EXAMINATION:

40228-82 Appeal of staff's denial of non-selection for the assessment center for Class 9141 Transit Manager II. (Calendar Item No. 15)
Action: Over to the meeting of August 2, 1982.

40272-82 Special Report - Class 8304 Deputy Sheriff - (Ross R. Jernigan, Jr.) (Calendar Item No. 16)
Action: Sustain decision of the Sheriff's Department.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

No action taken.

SEPARATIONS FROM THE SERVICE

Dennis P. Alford, Q-2 Police Officer, 223/E-93, San Francisco Police Department, Warrant Bureau, 6/15/82. (Calendar Item No. 22) (4)

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Over to the meeting of August 16, 1982.

Reconsideration of Civil Service Commission action of May 28, 1982 (Commissioners Lee, Powell and Texidor del Portillo):
Louis Ivankovich, 8304 Deputy Sheriff, 22/E-2, Sheriff's Department, Prisoner Custody, 4/2/82. (Calendar Item No. 21) (7)

April 19, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: No future employment with the City and County of San Francisco.

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Over to the Special Meeting of July 21, 1982.

Ronald L. Yee, Q-2 Police Officer, 130/E-93, San Francisco Police Department, 6/7/82. (Calendar Item No. 23) (6)

July 6, 1982: Over to the meeting of July 19, 1982.

Action: Over to the Special Meeting of July 21, 1982.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 2, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

AUG 9 1982

**SAN FRANCISCO
PUBLIC LIBRARY**

Present: Commissioner Lee
Commissioner Gloyd (Item Missed: Item 21)
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of July 19, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1341-82 Amendment of specifications for Classifications 2302 Orderly and 2312 Licensed Vocational Nurse, Department of Public Health. (Calendar Item No. 2)

June 7, 1982: Over to the meeting of June 21, 1982.
June 21, 1982: Over to the meeting of July 6, 1982.
July 6, 1982: Over to the meeting of July 19, 1982.
July 19, 1982: Over to the meeting of August 2, 1982.

Action: Amend the specifications for Classifications 2302 Orderly and 2312 Licensed Vocational Nurse as indicated in staff report; status of permanent incumbents continues without change.

1375-82 Modification to class specification for Class 9131 Station Agent. (Calendar Item No. 3)

June 7, 1982: Over to the meeting of June 21, 1982.
June 21, 1982: Over to the meeting of August 2, 1982.
Action: Over to the meeting of September 20, 1982.

1441-82 Status grants for employees in Classes 2526 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 4)

Action: Over to the meeting of August 16, 1982.

1480-82 Reallocation of twelve positions in Class 8215 Traffic Control Officer at the San Francisco International Airport. (Calendar Item No. 6)

Action: Adopt staff report.

1. Reallocate 12 positions in Class 8215 Traffic Control Officer (Sch. 40.0 \$658B796, 1431M1731) to Class 8214 Parking Control Officer (Sch. 39.0 \$628B758, 1366M1649).
NOTE: Premium pay of 50 cents per hour (Approximately 5%) when assigned traffic control duties.

CLASSIFICATION AND PAY: (cont')

1480-82
(CONT')

2. Abolish Class 8215 Traffic Control Officer.
3. Amend Annual Salary Ordinance Section 27/00/00/001 accordingly.
4. Advise the department to submit a supplemental appropriation request to adjust their budget.

1488-82

Amendment of specification for Class 6122 Senior Environmental Health Inspector and classification of ten positions authorized in the 1981-82 budget. (Calendar Item No. 7)

Action: Adopt staff report as amended.

1. Amend the specification for Class 6122 Senior Environmental Health Inspector as indicated in staff report.
2. Allocate ten positions authorized in the 1981-82 budget to Classification 6122 Senior Environmental Health Inspector.
3. Amend Section 830501 of the Annual Salary Ordinance by removing the "SC" symbol.
4. The Commission adopted the staff report with the following stipulations: 1) The scope of the examination be 40% written and 60% oral. 2) All questions to be used in both segments of the examination to be submitted for the certification of the General Manager, Personnel that they meet merit system standards. Copies to be sent to each Commissioner after the examination. 3) All members of oral board to be drawn from outside the City and County Service.

1494-82

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
45-82/83	Public Health	Bitsmith, Inc.
46-82/83	Commission on Status of Women	Women Organized to Make Abuse Nonexistent, Inc. (W.O.M.A.N., Inc.)
47-82/83	Commission on Status of Women	La Casa de las Madres
48-82/83	S.F. Police Department	Security Transport Co.
49-82/83	Art Commission	Ruffino Tamayo
50-82/83	Airports Commission	Towill, Inc.
51-82/83	City Planning	San Francisco Foundation
52-82/83	Public Defender	Ray Ferrera & Sons Electric
53-82/83	Public Works-Clean Water	HARCO Corp.
54-82/83	Public Utilities Commission	U.S. Human Resources Corp.
55-82/83	Public Utilities Commission	Keith J. Anderson
56-82/83	S.F. Port Commission	University of California, Davis
57-82/83	S.F. Port Commission	S.F. State University

Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1498-82 Certification of wage schedules for platform employees, Coach and Bus Operators and Trainees of the Municipal Railway for 1982-83 and conditions and benefits of employment which may be fixed for 1982-83. (Calendar Item No. 5)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

1499-82 Request for appointment above the entrance rate for Charter exempt appointment in Class 9270 Deputy Director, Business Administration, Airports Commission. (Calendar Item No. 7A)

Action: Adopt staff report, approve fifth step in the compensation schedule in Class 9270 Deputy Director, Business Administration, Airports Commission.

IN-SERVICE ACTIVITIES:

2275-82 Special Report - Class 1422 Junior Clerk Typist - (Martin A. Ross) (Calendar Item No. 8)

July 6, 1982: Grant appeal of Martin A. Ross. Find qualified as to background for this position.

July 19, 1982:

1. Over to the meeting of August 2, 1982.
2. All counsel to submit written arguments on the jurisdiction of the Civil Service Commission in this matter including a response to the question of whether the Civil Service Commission may consider a petition under Charter Section 3.661c based on action by department on non-merit factors despite the non-inclusion of the phrase "non-merit factor" in Civil Service Commission Rule 1, Section 1.03.

Action: Over to the meeting of August 16, 1982.

2292-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for Class 9211 Airport Police Sergeant and Class 9215 Airport Police Lieutenant. (Calendar Item No. 14)

Action: Post for adoption at the meeting of August 16, 1982.

2317-82 Proposed Charter amendment amending Section 8.407 relating to salary data collected from the private construction industry. (Calendar Item No. 9)

July 19, 1982: Over to the meeting of August 2, 1982.

Action: Off calendar.

2367-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 10)

Oral Authorization Numbers: 4709-4845

Action: Approve.

IN-SERVICE ACTIVITIES: (cont'

2368-82 Commendation for Richard Sklar, General Manager of Public Utilities Commission (Commissioner Salomon). (Calendar Item No. 13)
Action: Approve.

RECRUITMENT AND EXAMINATION:

40158-82 Motion to rescind Civil Service Commission action of July 6, 1982 related to the 1981 examination for Class Q-80 Captain, San Francisco Police Department. (Calendar Item No. 12)
July 6, 1982: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).
July 19, 1982: (In Executive Session): Calendar motion to rescind July 6, 1982 action.
Action: Over to the meeting of August 16, 1982.

40228-82 Appeal of staff's denial of non-selection for the assessment center for Class 9141 Transit Manager II. (Calendar Item No. 11)
July 19, 1982: Over to the meeting of August 2, 1982.
Action: Over to the meeting of August 30, 1982.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 2, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Emeth Alfonso, 1430 Transcriber Typist, 4/E-54, Department of Social Services, 7/8/82. (Calendar Item No. 25) (7)

Action: Over to the meeting of August 16, 1982.

Robert Armour, 8320 Counselor, Juvenile Hall, 8/E-21, Juvenile Court/Juvenile Hall, 7/13/82. (Calendar Item No. 22) (3)

Action: Deny Appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 17) (4)

July 21, 1982: Over to the meeting of Agust 2, 1982.

Action: Over to the meeting of August 16, 1982.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 18) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

Action: Over to the meeting of August 16, 1982.

Michael Garbero, 1414 Elections Supervisor, LT, Registrar of Voters/ Governmental Services, Registrar of Voters Division, 7/6/82. (Calendar Item No. 15) (1)

July 21, 1982: Over to the meeting of August 2, 1982.

Action: Approve.

Michael Gray, Q-2 Police Officer, 96/E-94, San Francisco Police Department, Central Station, 7/14/82. (Calendar Item No. 21) (6)

Action: Eligible to apply for Class Q-2 Police Officer after one-year of satisfactory employment outside the City and County service and with the approval of the General Manager, Personnel.

Robert Guion Jr., 2654 Cook, 7/E-12, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 24) (7)

Action: Over to the meeting of August 16, 1982.

Joseph Koenig, 8202 Security Guard, LT, Airports Commission, 7/8/82. (Calendar Item No. 16) (1)

Action: Over to the meeting of August 16, 1982. Refer to a Commission-designated physician for a medical examination. Mr. Oreese Ellsmore requested to be in attendance.

Leo Sanders, 7332 Maintenance Machinist, 24/CPE-1, Public Utilities Commission, San Francisco Water Department, City Distribution Division, 7/23/82. (Calendar Item No. 20) (4)

Action: Off calendar.

Achamma Varghese, 2321 Institutional Registered Nurse, 4/E-18, Department of Public Health, San Francisco General Hospital Medical Center, 7/5/82. (Calendar Item No. 19) (4)

Action: Over to the meeting of August 16, 1982. Refer to Local 400 for representation.

Daryl Williams, Q-2 Police Officer, 89/E-91, San Francisco Police Department, Muni Transit, 7/14/82. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 16, 1982

DOCUMENTS DEPT.

PART I - 2:00 P.M.

AUG 16 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Salomon
Excused: Commissioner Gloyd
Commissioner Powell
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of August 2, 1982

Action: Approve.

SPECIAL ORDER OF BUSINESS

The Commission ordered a Special Meeting to be held on Friday, August 27, 1982 at 3:00 P.M. in Room 2C (Basement) City Hall for the following purposes:

1. Consideration of the Class Q-60 Lieutenant, San Francisco Police Department examination key protests. The Commission stipulated that no oral testimony would be considered and that all arguments were to be entirely in writing and submitted well in advance of this meeting. Staff to prepare written analysis and recommendation on each protest.
2. Any other matters of regular business which could be considered on August 27 rather than at the August 30 Special Meeting.
3. All Separations from the Service received up to the cut-off date for the August 30 meeting.

CLASSIFICATION AND PAY:

1441-82 Status grants for employees in Classes 2526 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 2)

August 2, 1982: Over to the meeting of August 16, 1982.

Action: Over to the Special Meeting of August 27, 1982.

1516-82 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. A)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by "Z" symbol as indicated in the staff report.

CLASSIFICATION AND PAY: (cont')

1517-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Doris White 1802 Research Assistant	Public Health	5	5
Elizabeth Carney 2321 Institutional Registered Nurse	Public Health	5	5
Marilyn Cosentino 1408 Principal Clerk	SFUSD	5	5
Nunzio Camarda 1844 Senior Management Analyst	Retirement System	5	5

Action: 1. Request for Marilyn Cosentino over to the meeting
of September 20, 1982
2. Adopt remainder of staff report.

1518-82 Request for authority to conduct a salary survey for salary standardization
for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and
8.407 for Fiscal Year 1983-84. (Calendar Item No. 3)

Action: Adopt staff report as amended.

1. Authorize the conduct of a salary survey for salary standardization for fiscal year 1983-84, including a supplemental BASSC crafts salary survey.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Request that the Board of Supervisors authorize and arrange for the updating of the salary survey through circa mid-March, 1983 subject to the availability of the BASSC or similar public agency survey.

1522-82 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
58-82/83	Art Commission	Elizabeth Greene
59-82/83	Art Commission	Mike Rios
60-82/83	Art Commission	Carlos Alcala
61-82/83	Art Commission	Daniel Galvez
62-82/83	Controller	Business Systems Consultants
63-82/83	Controller	McCaffery Systems
64-82/83	Controller	De Wolf Consulting Services, Inc.

CLASSIFICATION AND PAY: (cont')1522-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
65-82/83	Port Commission	Environmental Science Associates
66-82/83	Port Commission	Gleason Associates, Inc.
67-82/83	Port Commission	Vickerman, Zachary and Miller, Inc.
68-82/83	Port Commission	Towill, Inc.
69-82/83	Port Commission	Fiscal Funding Co., Inc.
70-82/83	Port Commission	Creative Computer Solutions
71-82/83	Public Health	St. Benedict's Center, Interpreters Exchange
72-82/83	Public Health	Marlowe Minnick
73-82/83	Public Health	Nolan Zane, Ph.D.
74-82/83	Public Health	Yung Hi France, Ph.D.
75-82/83	Public Health	Nan Senzaki, MSW
76-82/83	Public Health	Sanford S. Tom, M.D.
77-82/83	Public Health	Luke Kim, M.D., Ph.D.
78-82/83	Public Health	Han Yun
79-82/83	Public Health	Intertec Diversified Systems, Inc.
80-82/83	Public Health	Regents of the University of California Center on Deafness
81-82/83	Public Health	John Romero, Dental Laboratory
82-82/83	Retirement System	St. Francis Memorial Hospital
83-82/83	Public Works	Robert R. Radell, Architect
84-82/83	Public Works	Whisler-Patri-Architects/Interior Design
85-82/83	Public Works	Dr. Jon D. Standing & Associates
86-82/83	Public Works	Cooperrider & Ryan Inc.: Ms. Candice Cooperrider
87-82/83	Public Works	Pacific Pump Co., Oakland, Ca.
88-82/83	Public Works	Commodore Helicopters, Steve Green
89-82/83	Public Works	Brown and Cadwell; Steve Fisher
90-82/83	Public Works-Clean Water	Everett P. Brandon
91-82/83	Public Works	Aquarius Public Management, Inc.
92-82/83	Chief Administrative Officer	David Cohen
93-82/83	Port Commission	Randall Rossin

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2275-82 Special Report - Class 1422 Junior Clerk Typist - (Martin A. Ross) (Calendar Item No. 9)

July 6, 1982: Grant appeal of Martin A. Ross. Find qualified as to background for this position.

July 19, 1982:

1. Over to the meeting of August 2, 1982.
2. All counsel to submit written arguments on the jurisdiction of the Civil Service Commission in this matter including a response to the question of whether the Civil Service Commission may consider a petition under Charter Section 3.661c based on action by department on non-merit factors despite the non-inclusion of the phrase "non-merit factor" in Civil Service Commission Rule 1, Section 1.03.

August 2, 1982: Over to the meeting of August 16, 1982.

Action:

1. Activate name on Class 1422 Junior Clerk Typist list CPE-2 (Rank #1).
2. Certify under the Rule of 3 to the next available position.
3. If Mr. Ross is not selected, no appointment in Class 1422 Junior Clerk Typist is to be validated unless specifically approved by the Commission .
4. Request for back-pay denied.

2292-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for Class 9211 Airport Police Sergeant and Class 9215 Airport Police Lieutenant. (Calendar Item No. 10)

August 2, 1982: Post for adoption at the meeting of August 16, 1982.

Action: Adopt.

2397-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. C)

Oral Authorization Numbers: 4846-4917

Action: Approve.

RECRUITMENT AND EXAMINATION:

40158-82 Motion to rescind Civil Service Commission action of July 6, 1982 related to the 1981 examination for Class Q-80 Captain, San Francisco Police Department. (Calendar Item No. 8)

July 6, 1982: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).

RECRUITMENT AND EXAMINATION: (cont¹)

40158-82 July 19, 1982: (In Executive Session): Calendar motion to
(CONT') rescind July 6, 1982 action.

August 2, 1982: Over to the meeting of August 16, 1982.

Action: 1. Rescind action of July 6, 1982.

2. Schedule new evidentiary hearing at a date in approximately six (6) weeks.

40274-82 Special Report - Class Q-2 Police Officer - (Michael D. Beisel)
(Calendar Item No. 4)

Action: Off calendar.

40287-82 Special Report - Class Q-2 Police Officer - (Raymond E. Cashman)
(Calendar Item No. 5)

Action: Over to the Special Meeting of August 27, 1982
(Notify by certified mail).

40290-82 Special Report - Class 8304 Deputy Sheriff - (Kathleen M. Searles)
(Calendar Item No. 6)

Action: Over to the Special Meeting of August 27, 1982.

40291-82 Special Report - Class 8304 Deputy Sheriff - (Richard W. Trujillo)
(Calendar Item No. 7)

Action: Over to the Special Meeting of August 27, 1982.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 16, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Emeth Alfonso, 1430 Transcriber Typist, 4/E-54, Department of Social Services, 7/8/82. (Calendar Item No. 23) (7)

August 2, 1982: Over to the meeting of August 16, 1982.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Dennis P. Alford, Q-2 Police Officer, 223/E-93, San Francisco Police Department, Warrant Bureau Division, 6/15/82. (Calendar Item No. 13) (4)

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Over to the meeting of August 16, 1982.

Action: Over to the meeting of September 20, 1982 at his request.

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 16) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

Action: Over to the meeting of September 20, 1982. The Department of Public Health to submit by Close of Business August 23, 1982 a report detailing the attendance records of all Class 2736 Porters and supervisory classes in this series at the Laguna Honda Hospital. The Commission directed that the staff of the Civil Service Commission - EEO Unit assume investigation of a discrimination complaint based on sexual harassment filed by Deborah C. Davis and another employee of the Laguna Honda Hospital.

Ivan Beikov, 7514 General Laborer, LT, Airports Commission, 7/26/82 (Calendar Item No. 12) (1)

Action: Over to the Special Meeting of August 27, 1982 at his request.

Fernando F. Callejas, Q-2 Police Officer, 221/E-93, San Francisco Police Department, Support Services Bureau/Records, 7/21/82. (Calendar Item No. 18) (6)

Action: Over to the Special Meeting of August 27, 1982 at his request (due to rescheduling of time of meeting).

Bordin Canada, 7530 Street Cleaner, 43/E-4, Department of Public Works, Street Cleaning Division, 7/12/82. (Calendar Item No. 21) (3)

Action: Off calendar at the request of the department (Automatic Resignation rescinded).

Michael Crouch, 2321 Institutional Registered Nurse, 3/E-587, Department of Public Health, San Francisco General Hospital Medical Center, 7/9/82. (Calendar Item No. 20) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Jimmie Lee Davidson, 8238 Police Communication Dispatcher, 29/CPE-1, San Francisco Police Department, Communication Division, 7/26/82. (Calendar Item No. 24) (7)

Action: Over to the meeting of August 30, 1982 at the request of Local 400.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 15) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

Action: Over to the meeting of September 20, 1982 at the request of Ms. Davis attorney.

James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 17) (4)

Action: Over to the Special Meeting of August 27, 1982 at the department's request.

Robert Guion Jr., 2654 Cook, 7/E-12, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 22) (7)

August 2, 1982: Over to the meeting of August 16, 1982.

Action: Over to the Special Meeting of August 27, 1982.

Joseph Koenig, 8202 Security Guard, LT, Airports Commission, 7/8/82.
(Calendar Item No. 11) (1)

August 2, 1982: Over to the meeting of August 16, 1982.
Refer to a Commission-designated physician
for a medical examination. Mr. Oreese
Ellsmore requested to be in attendance.

Action: Over to the Special Meeting of August 27, 1982 (Medical
examination incomplete).

Walter S. On, Q-2 Police Officer, 36/E-93B, San Francisco Police Department,
Company D, 7/21/82. (Calendar Item No. 19) (6)

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory com-
pletion of one year's work experience outside the City and
County services. Not to be employed again by the San
Francisco Police Department.

Achamma Varghese, 2321 Institutional Registered Nurse, 4/E-18, Department
of Public Health, San Francisco General Hospital Medical Center, 7/5/82.
(Calendar Item No. 14) (4)

August 2, 1982: Over to the meeting of August 16, 1982.
Refer to Local 400 for representation.

Action: Dismiss from the Service. Cancel all current examination
and eligibility status. Future employment subject to
review and approval of the General Manager, Personnel after
satisfactory completion of one year's work experience
outside the City and County service. Not to be employed
again by the Department of Public Health.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D. President
Louis Hop Lee Vice President
Howard S. Gloyd Commissioner
Genevieve Powell Commissioner
Darrell J. Salomon Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

Cal. 13 1982

AUGUST 27, 1982

DOCUMENTS DEPT.

3:00 P.M.

SEP 13 1982

ROOM 2C (BASEMENT) CITY HALL

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo

Commissioner Lee

Commissioner Salomon

Excused: Commissioner Gloyd

Commissioner Powell

Commissioner Texidor del Portillo presided

CLASSIFICATION AND PAY:

1296-82 Retitling and amendment of the specifications for Classes 8260 Assistant Criminalist and 8262 Criminalist. (Calendar Item No. 2)

Action: Adopt staff report.

1. Retitle Class 8260 Assistant Criminalist to Criminalist and Class 8262 Criminalist to Senior Criminalist and amend both specifications as indicated in staff report.
2. Advise the department to submit a supplemental appropriation request to amend Section 380423 of the Annual Salary Ordinance to reflect these title changes.
3. Status of permanent incumbents continues without change.

1441-82 Status grants for employees in Classes 2526 Ambulance Driver and 2528 Medical Steward. (Calendar Item No. 1)

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the Special Meeting of August 27, 1982.

CLASSIFICATION AND PAY: (cont')

1441-82 (CONT') Action: 1. Grant status to Class 7355 Truck Driver and Class 9163 Transit Operator to those employees who began employment without paramedic certification, never obtained such certification, and are unable to obtain such certification prior to June 30, 1984.

2. Salary in the class to which assigned by status will be at the step in the compensation schedule of the new class which corresponds most closely to the salary of the employee at the time of status assignment.

3. A probationary period in the new class will not be required.

4. The Commission stipulated that it did not act on the group to whom status should be given previously but determined that group at this meeting.

5. The Commission stipulated that it would investigate unresolved allegations of bias during the paramedic certification process pursuant to its investigatory authority under Charter Sections 3.661 and 8.341.

1532-82 Amendment of class specifications for classifications in the Public Health Chemist Series. (Calendar Item No. 3)

Action: Adopt staff report.

1. Amend the specification for Class 2484 Junior Public Health Chemist as indicated in staff report.
2. Retitle Class 2486 Public Health Chemist to 2486 Public Health Chemist I and amend class specification as indicated in staff report.
3. Retitle Class 2488 Senior Public Health Chemist to Class 2488 Public Health Chemist II and amend class specification as indicated in staff report.
4. Retitle Class 2490 Chief Public Health Chemist to Class 2490 Public Health Chemist III and amend class specification as indicated in staff report.
5. Advise department to reflect title change in their next annual budget.

RECRUITMENT AND EXAMINATION:

10287-82 Special Report - Class Q-2 Police - (Raymond E. Cashman) (Calendar Item No. 4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 (Notify by certified mail).

Action: Sustain decision of the San Francisco Police Department.

0290-82 Special Report - Class 8304 Deputy Sheriff - (Kathleen M. Searles) (Calendar Item No. 5)

August 16, 1982: Over to the Special Meeting of August 27, 1982.

Action: Over to the meeting of September 20, 1982.

RECRUITMENT AND EXAMINATION: (cont')

40291-82

Special Report - Class 8304 Deputy Sheriff - (Richard W. Trujillo)
(Calendar Item No. 6)

August 16, 1982: Over to the Special Meeting of August
27, 1982.'

Action: Over to the meeting of September 20, 1982.

40320-82

Protests of key answers in the written examination for Class Q-60
Lieutenant, San Francisco Police Department. (Calendar Item No. 20)

Action: Adopt staff report. Adopt key.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

AUGUST 27, 1982

PART II 4:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Yvonne Chung-Baxter, 8202 Security Guard, LT, Airports Commission, 8/2/82. (Calendar Item No. 11) (1)

Action: Approve. Future employment subject to medical clearance by a Commission-designated physician.

Ivan Beikov, 7514 General Laborer, LT, Airports Commission, 7/26/82. (Calendar Item No. 9) (1)

August 16, 1982: Over to the Special Meeting of August 27, 1982.

Action: Over to the meeting of October 4, 1982 by Commission action.

Fernando F. Callejas, Q-2 Police Officer, 221/E-93, San Francisco Police Department, Support Services Bureau/Records, 7/21/82. (Calendar Item No. 15) (6)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at his request (due to rescheduling of time of meeting).

Action: Over to the meeting of September 20, 1982 at his request.

Craig K. Chun, Q-2 Police Officer, 37/E-96, San Francisco Police Department, Academy Division, 8/5/82. (Calendar Item No. 16) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Jimmie Lee Davidson, 8238 Police Communications Dispatcher, 29/CPE-1, San Francisco Police Department, Communication Division, 7/26/82. (Calendar Item No. 18A) (7)

August 16, 1982: Over to the meeting of August 30, 1982 at the request of Local 400.

Action: No future employment with the San Francisco Police Department.

James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 13) (4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at the department's request.

Action: Over to the meeting of September 20, 1982 at request of his attorney.

Orelia Gilliam, 2672 Assistant Houseparent, 79/E-12, San Francisco Unified School District, Children's Center, 5/11/82. (Calendar Item No. 7) (2)

May 17, 1982: Over to the recessed meeting of May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Over to the meeting of June 21, 1982.

June 21, 1982: Off calendar.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Robert Guion Jr., 2656 Chef, 3/P-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 8) (2)

Action: Over to the meeting of September 20, 1982 at request of his attorney.

Robert Guion Jr., 2654 Cook, 7/E-12, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 18) (7)

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the Special Meeting of August 27, 1982.

Action: Over to the meeting of September 20, 1982 at the request of his attorney.

Joseph Koenig, 8202 Security Guard, LT, Airports Commission, 7/8/82.
(Calendar Item No. 10) (1)

August 2, 1982: Over to the meeting of August 16, 1982.
Refer to a Commission-designated physician
for a medical examination. Mr. Oreeese
Ellsmore requested to be in attendance.

August 16, 1982: Over to the Special Meeting of August 27,
1982 (Medical examination incomplete).

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory com-
pletion of one year's work experience outside the City and
County service. Not to be employed again by the Airports
Commission.

Rosie Newton, 2774 Senior Sewing Technician, 4/P-3, Department of Public
Health, Laguna Honda Hospital, 6/8/82. (Calendar Item No. 17) (6)

Action: Over to the meeting of September 20, 1982 at her request.

Anne M. Razon, Q-2 Police Officer, 21/E-93, San Francisco Police Department,
Mission Station, 5/7/82. (Calendar Item No. 14A) (4)

Action: Over to the meeting of September 20, 1982 due to lack
of a majority vote.

Marvin J. Robinson, 2302 Orderly, 100/E-311, Department of Public Health,
Laguna Honda Hospital, 8/10/82. (Calendar Item No. 14) (4)

Action: Over to the meeting of September 20, 1982 at his request.

Paulina Santos, 2302 Orderly, LT, Department of Public Health, Laguna
Honda Hospital, 7/31/82. (Calendar Item No. 12) (1)

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory com-
pletion of one year's work experience outside the City and
County service. Not to be employed again by the Department
of Public Health.

Charles Washington III, 2718 Custodial Supervisor I, 19/CPE-1, Airports
Commission, 7/15/82. (Calendar Item No. 19) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all
current examination and eligibility status. Future em-
ployment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one
year's work experience outside the City and County service.
Not to be employed again by the Airports Commission.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D.	President
Louis Hop Lee	Vice President
Howard S. Gloyd	Commissioner
Genevieve Powell	Commissioner
Darrell J. Salomon	Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

Calendar Item No. C

AUGUST 30, 1982

2:00 P.M.

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

THIRD FLOOR, 101 GROVE STREET DOCUMENTS DEPT.

SEP 20 1982

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd
Commissioner Salomon

SAN FRANCISCO
PUBLIC LIBRARY

Excused: Commissioner Powell
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of August 16, 1982

Action: Approve.

SPECIAL ORDER OF BUSINESS

The Commission announced that it had met in Executive Session at 1:30 P.M. with the City Attorney to discuss a forthcoming court order directing the Commission to use the eligible lists for Class 9152 Transit Control Assistant Chief Inspector and Class 9154 Transit Control Chief Inspector to fill vacancies in Class 9140 Transit Manager I and Class 9141 Transit Manager II (Christian v. the City and County). It was the decision of the Civil Service Commission to direct the City Attorney not to appeal (Vote of 3 to 0: Commissioner Powell and Salomon absent).

CLASSIFICATION AND PAY:

1533-82 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. C)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by "Z" symbol as indicated in the staff report.

CLASSIFICATION AND PAY: (cont')

1534-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patricia Tilley 8176 Trial Attorney	Public Defender	3	3
Theresa Cannata 8174 Attorney - Civil and Criminal	Public Defender	3	3
Frederick Ross 8174 Attorney - Civil and Criminal	Public Defender	2	2
Kathy Asada 8176 Trial Attorney	Public Defender	2	2
Gary Gonzalez 8176 Trial Attorney	Public Defender	2	2
Grant Tomioka 8176 Trial Attorney	Public Defender	2	2
Wendy Rouder 8176 Trial Attorney	Public Defender	2	2
Judith Rosenberg 8176 Trial Attorney	Public Defender	2	2
Betsy Wolkin 8176 Trial Attorney	Public Defender	2	2
Alfredo Vea 8176 Trial Attorney	Public Defender	2	2
Anthony Gurrola 8176 Trial Attorney	Public Defender	4	4
Maria James 8176 Trial Attorney	Public Defender	4	4
Joseph Tortorella 1952 Purchaser	Purchasing	3	3
Raymond Erickson 1958 Supervising Purchaser	Purchasing	5	5
All Positions (4) 7308 Cable Splicer	Electricity	5	5

Action: Adopt staff report.

1535-82

Request to reclassify Planner II positions in the Department of City
Planning. (Calendar Item No. 2)

Action: Over to the meeting of September 20, 1982.

CLASSIFICATION AND PAY: (cont')

1538-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
94-82/83	Social Services	United Way of the Bay Area
95-82/83	Controller	L.T.I. Consulting Services Corp.
96-82/83	Airports Commission	Robert B. Wong, A.I.A.
97-82/83	Chief Administrative Officer	Thomas Adams
98-82/83	Chief Administrative Officer	Keith Grand
99-82/83	District Attorney's Office	Community United Against Violence (CUAV)
100-82/83	Fire Department	Glumac and Associates
101-82/83	Port Commission	Harbor Security Patrol Service
102-82/83	Port Commission	Touche Ross & Company
103-82/83	Port Commission	Gruen, Gruen & Associates
104-82/83	Public Utilities Commision	Alan W. Browning
105-82/83	Public Utilities Commission	Jeri L. Mersky
106-82/83	Public Utilities Commission	Sverdrup & Parcel & Association, Inc.
107-82/83	Juvenile Court	Grace O. Hing
108-82/83	Juvenile Court	Joyce D. Dias
109-82/83	Public Works	Hayakawa Associates
110-82/83	Public Works	Ecological Analysts Inc.
111-82/83	Public Works	Dr. John E. Westfall
112-82/83	Public Works	CH2M Hill; David Wilson
113-82/83	Public Health	Kenneth Associates
114-82/83	Public Health	Children's Hospital
115-82/83	Public Health	Michael Glish
116-82/83	Mayor's Office of Economic Development	Keyser Marston Associates, Inc.
117-82/83	Mayor's Office of Economic Development	Kelly Services
118-82/83	Public Works	San Jose State University Foundation/MLML

Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1542-82

Classification survey of two positions. (Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Utilities Dept. 40	1	9117 Principal Fare Collections Receiver (Sch. 45.9 \$870B1052)	Same - Supervises the activities of employees engaged in handling transferring & safeguarding transit fare collections; prepares weekly work schedules, investigates any breach of security & malfunction of equipment; maintains farebox, vault and key inventory for the fare collection system.
Sheriff Dept. 06	1	8174 Attorney, Civil and Criminal (Sch. 49.1 \$1013B1226)	Same - Under general supervision of the Director of Prisoner Services, provides various professional legal services to county jail prisoners; maintains and updates facility law library and supervises law student internship program.

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2445-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)

Oral Authorization Numbers: 4918-5043

Action: Approve.

RECRUITMENT AND EXAMINATION:

40206-82

Challenge of qualifications of three individuals; protest of Supplemental Application and Assessment Center Procedures; allegation of violation of Section 8.325 of the Charter of the City and County in the examination for Class 9142 Transit Manager III. (Calendar Item No. 4)

Action: Adopt staff report; deny appeal. (Vote of 3 to 1: Commissioner Gloyd dissents).

40228-82

Appeal of staff's denial of non-selection for the assessment center for Class 9141 Transit Manager II. (Calendar Item No. 3)

July 19, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 30, 1982.

Action: Adopt staff report; deny appeals. (Vote of 3 to 1: Commissioner Salomon dissents).

40309-82

Special Report - Class Q-2 Police Officer - (Robert Brown) (Calendar Item No. 6)

Action: Over to the meeting of September 20, 1982.

RECRUITMENT AND EXAMINATION: (cont')

40322-82

Request to remove Ms. Roberta Smith from Eligible List CPE-2 for Class 2626 Chief Dietitian. (Calendar Item No. 5)

Action: Grant appeal. Remove Roberta Smith from the Eligible List CPE-2 for Class 2626 Chief Dietitian.

SEPARATIONS FROM THE SERVICE

Frances Koenig, 2910 Social Worker, 40/E-2, Department of Public Health, San Francisco General Hospital Medical Center, 4/28/82. (Calendar Item No. 7)

July 21, 1982: Over to the Special Meeting of August 30, 1982.

Action: Over to the meeting of October 4, 1982.

SF
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DOCUMENTS DEPT.

1/20/82

SEPTEMBER 20, 1982

SEP 28 1982

PART I - 2:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo (Items Missed: 25, 28, 29, 30, 31, 32 & 33)
Commissioner Lee (Items Missed: Continuances, Minutes, Consent Calendar, Items 1, 2, & 8)
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: Continuances, All of Part I except 12 & 13)

Commissioner Lee presided over Items 25, 28, 29, 30, 31, 32, & 33.
Commissioner Texidor del Portillo presided except over Items Missed.

MINUTES: Special Meetings of August 27 and 30, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1375-82 Modification to class specification for Class 9131 Station Agent. (Calendar Item No. 4)

June 7, 1982: Over to the meeting of June 21, 1982.
June 21, 1982: Over to the meeting of August 2, 1982.
August 2, 1982: Over to the meeting of September 20, 1982.
Action: Off calendar at request of Transport Workers Union and Local 400.

1387-82 Salary history/comparison between the Real Property Appraiser Series and the Right-Of-Way Agent Series. (Calendar Item No. 5)

June 21, 1982: Over to the meeting of July 19, 1982.
July 19, 1982: Over to the meeting of September 20, 1982.
Action: Over to the meeting of October 18, 1982 at request of attorney Irwin Leff.

1517-82 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marilyn Cosentino 1408 Principal Clerk	SFUSD	5	5
August 16, 1982:	1. Request for Marilyn Cosentino over to the meeting of September 20, 1982. 2. Adopt remainder of staff report.		
Action:	Over to the meeting of October 4, 1982 at staff's request.		

CLASSIFICATION AND PAY: (cont')

1535-82 Request to reclassify Planner II positions in the Department of City Planning. (Calendar Item No. 7)

Action: Over to the meeting of October 18, 1982 at request of Department of City Planning.

1560-82 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
119-82/83	Public Health	Barto Associates, Inc.
120-82/83	Public Health	Dictation West
121-82/83	Public Health	Aquarius Public Management, Inc.
122-82/83	Public Health	Jerome Motto, M.D.
123-82/83	Public Health	Alan E. Schnur, Ph.D.
124-82/83	Fire Department	PSW3, Inc.
125-82/83	Public Works	Warren Industries
126-82/83	Public Works	Bodega Bay Institute
127-82/83	Public Works	Marian Rabin
128-82/83	Public Works	Poletti-Lewitz Associates
129-82/83	Sheriff's Department	University of California, Berkeley
130-82/83	Sheriff's Department	Golden Gate University
131-82/83	Sheriff's Department	New College of California
132-82/83	Controller	Peat, Marwick, Mitchell & Co.
133-82/83	Controller	Fran Fox Haskell Associates
134-82/83	Public Utilities Commission	Michael Rhea & Associates, Inc.
135-82/83	Airports Commission	Morris Davis & Company
136-82/83	Human Rights Commission	EOC of San Francisco & Lin Szeto
137-82/83	Public Works-Clean Water	Thermotest

Action: 1. Contract Number 136-82/83 off calendar at request of Human Rights Commission.

2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1561-82 Requests for supervisory differential adjustments as provided by Section IV.F. of the Salary Standardization Ordinance. (Calendar Item No. A)

Action: Adopt staff report. Approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriation.

CLASSIFICATION AND PAY: (cont')

1566-82 Classification of new positions in the 1982-83 budget. (Calendar Item No. 2)

Action: Adopt staff report.

1572-82 Certification of highest generally prevailing wage rates in private employment covering motor bus service to the general public. (Calendar Item No. 3)

Action: Off calendar.

IN-SERVICE ACTIVITIES:

2486-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. B)

Oral Authorization Numbers: 5044-5210

Action: 1. Oral Authorizations 5109 and 5131 over to the meeting of October 4, 1982.
2. Approve all other Oral Authorizations.

2487-82 Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 8)

Action: 1. Extend limited tenure appointments of twelve or more months duration as of June 30, 1982 until October 4, 1982.
2. Over to the meeting of October 4, 1982.

RECRUITMENT AND EXAMINATION:

40290-82 Special Report - Class 8304 Deputy Sheriff - (Kathleen M. Searles) (Calendar Item No. 10)

August 16, 1982: Over to the Special Meeting of August 27, 1982.

August 27, 1982: Over to the meeting of September 20, 1982.

Action: Grant appeal. Find qualified as to background in this examination for Class 8304 Deputy Sheriff.

40291-82 Special Report - Class 8304 Deputy Sheriff - (Richard W. Trujillo) (Calendar Item No. 11)

August 16, 1982: Over to the Special Meeting of August 27, 1982.

August 27, 1982: Over to the meeting of September 20, 1982.

Action: Deny appeal. Sustain decision of the Sheriff's Department.

RECRUITMENT AND EXAMINATION: (cont')

40309-82 Special Report - Class Q-2 Police Officer - (Robert Brown)
(Calendar Item No. 12)
August 30, 1982: Over to the meeting of September 20, 1982.

Action: Deny appeal. Sustain decision of the San Francisco Police Department. (Vote of 4 to 1: Commissioner Salomon excused with the unanimous permission of the other Commissioners)

40323-82 Special Report - Class Q-2 Police Officer - (Sonja Kelly)
(Calendar Item No. 13)
Action: Deny appeal. Sustain decision of the San Francisco Police Department.

40330-82 Special Report - Class Q-2 Police Officer - (Francisco Jose Rivero)
(Calendar Item No. 14)
Action: Over to the meeting of October 4, 1982 at request of his attorney.

40343-82 Request regarding unsuccessful candidates in Classes 2708 Custodian and 2709 School Custodian examination. (Calendar Item No. 9)
Action: Over to the meeting of October 4, 1982 at request of Local 400.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 20, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Dennis P. Alford, Q-2 Police Officer, 223/E-93, San Francisco Police Department, Warrant Bureau Division, 6/15/82. (Calendar Item No. 21) (4)

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at his request.

Action: No restriction on future employment.

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 26) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982. The Department of Public Health to submit by Close of Business August 23, 1982 a report detailing the attendance records of all Class 2736 Porters and supervisory classes in this series at the Laguna Honda Hospital. The Commission directed that the staff of the Civil Service Commission - EEO Unit assume investigation of a discrimination complaint based on sexual harassment filed by Deborah C. Davis and another employee of the Laguna Honda Hospital.

Action: Over to the meeting of October 4, 1982 at request of his attorney.

Recalendared due to defective notification:

Yvonne Chung-Baxter, 8202 Security Guard, LT, Airports Commission, 8/2/82. (Calendar Item No. 17) (1)

August 27, 1982: Approve. Future employment subject to medical clearance by a Commission-designated physician.

Action: 1. Rescind action of August 27, 1982.

2. Approve termination for medical reasons.

David E. Borghello, Q-2 Police Officer, 56/E-94, San Francisco Police Department, Central Station, 8/25/82. (Calendar Item No. 31) (6)

Action: Future employment in Class Q-2 Police Officer subject to one year of satisfactory employment and approval of the General Manager, Personnel. (Vote of 3 to 1: Commissioner Salomon dissents)

Fernando F. Callejas, Q-2 Police Officer, 221/E-93, San Francisco Police Department, Support Services Bureau/Records, 7/21/82. (Calendar Item No. 30) (6)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at his request (due to rescheduling of time of meeting).

August 27, 1982: Over to the meeting of September 20, 1982 at his request.

Action: Future employment in Class Q-2 Police Officer subject to the review and approval of the General Manager, Personnel after one year of satisfactory employment.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 27) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at the request of Ms. Davis attorney.

Action: Over to the meeting of October 4, 1982 at request of her attorney.

Doris Dixon, Q-2 Police Officer, 115/E-94, San Francisco Police Department, Garage Division, 8/20/82. (Calendar Item No. 24) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 23) (4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at the department's request.

August 27, 1982: Over to the meeting of September 20, 1982 at request of his attorney.

Action: Refer to the Director of Public Health for reconsideration.

Robert Guion Jr., 2654 Cook, 7/E-12, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 15) (7)

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the Special Meeting of August 27, 1982.

August 27, 1982: Over to the meeting of September 20, 1982 at the request of his attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Robert Guion Jr., 2656 Chef, 3/P-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/15/82. (Calendar Item No. 16) (2)

August 27, 1982: Over to the meeting of September 20, 1982 at request of his attorney.

Action: Approve.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 20) (4)

June 21, 1982: Over to the first meeting in September at the request of his attorney.

Action: Over to the meeting of October 4, 1982 at request of his attorney.

Peter Y. Lau, Q-2 Police Officer, 17/E-93B, San Francisco Police Department, Support Services - Identification, 8/27/82. (Calendar Item No. 25) (4)

Action: No restriction on non-uniformed employment. Future employment as a Class Q-2 Police Officer subject to one year of satisfactory employment and approval of the General Manager, Personnel.

Myron Lee, 9704 Employment & Training Specialist II, LT, Mayor's Office of Employment and Training, 8/24/82. (Calendar Item No. 19) (1)

Action: Over to the meeting of October 4, 1982 at request of his attorney.

Francis J. Murphy III, Q-2 Police Officer, 18.5/E-88, San Francisco Police Department, Company C, 8/18/82. (Calendar Item No. 34) (7)

Action: Over to the meeting of October 4, 1982 at his request.

Alice Newton, 2736 Porter, LT, Department of Public Health, Laguna Honda Hospital, 8/20/82. (Calendar Item No. 33) (3)

Action: Over to the meeting of November 1, 1982. (Commission action)

Rosie L. Newton, 2774 Senior Sewing Technician, 4/P-3, Department of Public Health, Laguna Honda Hospital. 6/8/82. (Calendar Item No. 29) (6)

August 27, 1982: Over to the meeting of September 20, 1982 at her request.

Action: Future employment subject to satisfactory progress in a rehabilitation program, approval of the General Manager, Personnel and medical clearance.

Anne M. Razon, Q-2 Police Officer, 21/E-93, San Francisco Police Department, Mission Station, 5/7/82. (Calendar Item No. 22) (4)

August 27, 1982: Over to the meeting of September 20, 1982 due to lack of majority vote.

Action: No restriction on future employment.

Rickey G. Reeves, 1402 Junior Clerk, LT, Controller's/EDP, 8/23/82. (Calendar Item No. 18) (1)

Action: Approve. Refer to EEO Unit to explore the possibility of referral to other employment in which the conviction record is not job-related.

Marvin J. Robinson, 2302 Orderly, 100/E-311, Department of Public Health, Laguna Honda Hospital, 8/10/82. (Calendar Item No. 28) (4)

August 27, 1982: Over to the meeting of September 20, 1982 at his request.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Kevin D. Tull, Q-2 Police Officer, 208/E-94, San Francisco Police Department, Support Services Bureau/Records, 8/13/82. (Calendar Item No. 32) (6)

Action: Future employment in Class Q-2 Police Officer subject to one year of satisfactory employment and approval of the General Manager, Personnel. The Commission stipulated that the one year began on the date of his employment as a Parking Controller.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 4, 1982

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Powell
Excused: Commissioner Gloyd
Commissioner Salomon

DOCUMENTS DEPT.

MINUTES: Regular Meeting of September 20, 1982

OCT 15 1982

Action: Approve.

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CLASSIFICATION AND PAY:

1173-82 Reconsideration of Civil Service Commission action of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 4)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding an audit of all positions of Commission/Board Secretaries.

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Off calendar.

Action: Over to the meeting of October 18, 1982 at the request of the Board of Education.

CLASSIFICATION AND PAY: (cont')

1517-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 2)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marilyn Cosentino 1408 Principal Clerk	SFUSD	5	5
August 16, 1982:	1. Request for Marilyn Cosentino over to the meeting of September 20, 1982. 2. Adopt remainder of staff report.		
September 20, 1982:	Over to the meeting of October 4, 1982 at staff's request.		
Action:	Adopt staff report.		

1562-82

Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. B)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by the "Z" symbol as indicated in the staff report.

1586-82

Classification survey of three positions in various City departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Fire Dept. Dept. 31	1	1204 Sr. Personnel Clerk Sch. 37.8 \$594B717	Same - Supervises and trains subordinate Personnel Clerks in preparing, maintaining and updating various Fire Department personnel records; performs more complex personnel related duties, makes regular contact with departmental and Civil Service Commission representatives to obtain and furnish data and information.
Public Works Dept. 90	1	5256 Mechanical Engineer Sch. 54.4 \$1304B1580	Same - Independently reviews and approves and specifications for compliance with Title 24 State energy regulations and mechanical building code requirements. Meets and confers with professional engineers regarding design problems; reviews and approves plans and specifications for mechanical ventilating systems; provides information on energy regulations.

CLASSIFICATION AND PAY: (cont')

1586-82
(CONT')

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Works Dept. 90	1	5206 Associate Civil Engineer Sch. 51.4 \$1131B1368	Same - Reviews and approves structural plans and specifications submitted in application for building permits; confers with architects and engineers concerning building code compliance, conducts field investi- gations as necessary.

Action: Adopt staff report.

1593-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
138-82/83	Art Commission	Rock & Waterscape Systems Inc.
139-82/83	Art Commission	Louise Allrich Gallery-Dan Snyder
140-82/83	Art Commission	Kathryn Reasoner
141-82/83	Public Works	Signet Testing Laboratories, Inc.
142-82/83	Public Works	Jack Hopkins Company
143-82/83	Civil Service	Cooperative Personnel Services-State of California
144-82/83	Civil Service	Robert F. Hicks, Ph.D.
145-82/83	Fire Department	Sports & Fitness Research Institute, Frank Verducci, Ed.D.
146-82/83	Airports Commission	Stevens & Associates
147-82/83	Public Health	Hoefer Amidei
148-82/83	District Attorney	Hasting College of the Law
149-82/83	City Planning	Daniel Solomon & Associates
150-82/83	Controller	Systems Facilities Management
151-82/83	Sheriff	University of San Francisco

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser.

CLASSIFICATION AND PAY: (cont')

1594-82

Requests for appointment above the entrance rate for various employees. (Calendar Item No. 3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Harold Geissenheimer 9186 General Manager S.F. Municipal Railway	Public Utilities Commission	5	5
Betty Ng 1220 Payroll Clerk	Public Works	5	5
Terri Sklar 9176 Trial Attorney	Public Defender	5	5
Milton Kennedy 1762 Senior Offset Machine Operator	SFUSD	5	5
Laura Burlew-Lawler 2820 Senior Health Program Planner	Public Health	5	1

Rec: 1. Request for Laura Burlew-Lawler over to the meeting of October 18, 1982 at the request of the Department.
 2. Adopt staff report on all others.

IN-SERVICE ACTIVITIES:

2486-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 5)

Oral Authorization Numbers: 5044-5210

September 20, 1982: 1. Oral Authorizations 5109 and 5131 over to the meeting of October 4, 1982.
 2. Approve all other Oral Authorizations.

Action: Approve Oral Authorization Number 5131. Oral Authorization 5109 was canceled prior to the meeting of September 20, 1982.

2487-82

Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). Calendar Item No. 6)

September 20, 1982: 1. Extend limited tenure appointments of twelve or more months duration as of June 30, 1982 until October 4, 1982.
 2. Over to the meeting of October 4, 1982.

Action: 1. Extend limited tenure appointments until December 6, 1982.
 2. Staff to immediately prepare supplemental appropriation to accelerate examinations.

IN-SERVICE ACTIVITIES: (cont')

2492-82 Request for one additional Designated Bilingual Position, San Francisco Community College District. (Calendar Item No. 7)

Action: Approve.

2505-82 Supplemental appropriation for Employee Suggestion Program, Civil Service Commission. (Calendar Item No. 8)

Action: Approve; forward to the Office of the Mayor.

2506-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. C)

Oral Authorization Numbers: 5212-5402

Action: Approve Oral Authorizations 5212 through 5402 until October 18. Staff to prepare report detailing reasons for each oral authorization being required.

2511-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for certain classes. (Calendar Item No. 9)

Action: Off calendar.

RECRUITMENT AND EXAMINATION:

40158-82 Requests for Civil Service Commission hearing on the 1981 Q-80 Captain, Police Department Examination. (Calendar Item No. 13)

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Over to the meeting of July 6, 1982 at 1:00 P.M. in Room 2C City Hall.

July 6, 1982: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).

July 19, 1982: (In Executive Session): Calendar motion to rescind July 6, 1982 action.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: 1. Rescind action of July 6, 1982.

2. Schedule new evidentiary hearing at a date in approximately six (6) weeks.

Action: Over to the meeting of November 15, 1982 at request of City Attorney.

RECRUITMENT AND EXAMINATION: (cont')

40330-82 Special Report - Class Q-2 Police Officer - (Francisco Jose Rivero)
(Calendar Item No. 11)

September 20, 1982: Over to the meeting of October 4, 1982
at request of his attorney.

Action: To remain on List E-96 under waiver of certification.
Waiver to be removed only with the approval of the
General Manager, Personnel after one year of satisfactory
employment and with satisfactory personal history record.
Refer to EEO Unit to explore the possibility of other City
and County employment.

40343-82 Request regarding unsuccessful candidates in Classes 2708 Custodian and
2709 School Custodian examination. (Calendar Item No. 12)

September 20, 1982: Over to the meeting of October 4, 1982
at request of Local 400.

Action: Over to the meeting of October 18, 1982 by Commission action.

40344-82 Appeals of staff's denial of non-acceptance into Assessment Center for
Transit Manager I. (Calendar Item No. 10)

Action: Over to the meeting of October 18, 1982. Staff to compare
the qualification of the seventeen (17) appellants with
the qualifications of a list of candidates admitted to the
assessment center who were enumerated by the appellants as
less qualified and report back to the Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 4, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 20) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982. The Department of Public Health to submit by Close of Business August 23, 1982 a report detailing the attendance records of all Class 2736 Porters and supervisory classes in this series at the Laguna Honda Hospital. The Commission directed that the staff of the Civil Service Commission - EEO Unit assume investigation of a discrimination complaint based on sexual harassment filed by Deborah C. Davis and another employee of the Laguna Honda Hospital.

September 20, 1982: Over to the meeting of October 4, 1982 at request of his attorney.

Action: Over to the meeting of October 18, 1982 due to late submission of staff report.

Marion Beckland, 1430 Transcriber Typist, 4/CPE-6, Juvenile Court, Probation Office, 8/10/82. (Calendar Item No. 22) (4)

Action: Refer to EEO Unit to explore the possibilities of other employment.

Ivan Beikov, 7514 General Laborer, LT, Airports Commission, 7/26/82.
(Calendar Item No. 15) (1)

August 16, 1982: Over to the Special Meeting of August 27, 1982.

August 27, 1982: Over to the meeting of October 4, 1982 by Commission action.

Action: Approve. Authorize the late submission of examination announcement for Class 7514 General Laborer.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 19) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at the request of Ms. Davis's attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at request of her attorney.

Action: Over to the meeting of October 18, 1982 due to late submission of staff report.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 18) (4)

June 21, 1982: Over to the first meeting in September at the request of his attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of his attorney.

Action: Over to the meeting of October 18, 1982 at the request of his attorney.

Richard Johnson, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/7/81. (Calendar Item No. 14) (1)

November 16, 1981: Off calendar. Mr. Johnson to notify the Assistant Secretary when prepared to proceed. To remain under waiver pending final Commission action.

Action: Disapprove. Reinstate to position.

Frances Koenig, 2910 Social Worker, 40/E-2, Department of Public Health, San Francisco General Hospital Medical Center, 4/28/82. (Calendar Item No. 24) (6)

July 21, 1982: Over to the meeting of August 30, 1982.

August 30, 1982: Over to the meeting of October 4, 1982 at her request.

Action: Off calendar.

Carolyn Lapthorn, 1426 Senior Clerk Typist, 36/E-31, San Francisco Unified School District, 8/31/82. (Calendar Item No. 25) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Atlas Leapaga, 2604 Food Service Worker, 45/E-6, Department of Public Health, Laguna Honda Hospital, 9/9/82. (Calendar Item No. 21) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Myron Lee, 9704 Employment & Training Specialist II, LT, Mayor's Office of Employment and Training, 8/24/82. (Calendar Item No. 16) (1)

September 20, 1982: Over to the meeting of October 4, 1982 at request of his attorney.

Action: Over to the meeting of October 18, 1982 at his request.

Vincent A. Mackie, Q-2 Police Officer, 98/E-96, San Francisco Police Department, CID/Records, 9/7/82. (Calendar Item No. 23) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Francis J. Murphy III, Q-2 Police Officer, 18.5/E-88, San Francisco Police Department, Company C, 8/18/82. (Calendar Item No. 26) (7)

September 20, 1982: Over to the meeting of October 4, 1982 at his request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Kam Yu, 1426 Senior Clerk Typist, LT, San Francisco Unified School District, Classified Personnel Division, 9/7/82. (Calendar Item No. 17) (1)

Action: Over to the meeting of October 18, 1982 at the request of Local 400.

The Commission adjourned its meeting in memory of Florence Fundis, wife of Edward Fundis, Manager of the Purchaser's Reproduction Bureau.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 18, 1982

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo (Items Missed: Continuances, Minutes, Items 1, 2, 3, 7, 8, 9, 10, 11, 14 & All of Part II)

Commissioner Lee
Commissioner Gloyd
Commissioner Salomon

Excused: Commissioner Powell
Commissioner Lee presided

MINUTES: Regular Meeting of October 4, 1982

DOCUMENTS DEPT.

OCT 26 1982

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PUBLIC LIBRARY

Action: Approve.

CLASSIFICATION AND PAY:

1173-82 Reconsideration of Civil Service Commission action of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 6)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding an audit of all positions of Commission/Board secretaries.

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Off calendar.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of the Board of Education.

Action: Over to the meeting of November 15, 1982 due to absence of Commissioner Powell.

CLASSIFICATION AND PAY: (cont')

1387-82

Salary history/comparison between the Real Property Appraiser Series and the Right-Of-Way Agent Series. (Calendar Item No. 5)

June 21, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Over to the meeting of September 20, 1982.

September 20, 1982: Over to the meeting of October 18, 1982 at request of attorney Irwin Leff.

Action: Over to the meeting of November 15, 1982 at request of attorney Irwin Leff.

1473-82

Consolidation of classes in the Custodian Series. (Calendar Item No. 7)

Action: Adopt staff report.

1. Consolidate Class 2709 School Custodian (Sch. 35.6 \$536B647, 1166M1407) with Class 2708 Custodian (Sch. 35.6 \$536B647, 1166M1407).
2. Consolidate Class 2726 School Custodian Assistant Supervisor (Sch. 37.6 \$589B710, 1281M1544) with Class 2716 Custodial Assistant Supervisor (Sch. 37.6 \$589B710, 1218M1544).
3. Abolish Classes 2709 School Custodain and 2726 School Custodial Assistant Supervisor.
4. Amend the specifications for Classes 2708 Custodian and 2716 Custodial Assistant Supervisor as indicated in staff report.
5. Grant status in Class 2708 Custodian to permanent incumbents in Class 2709 School Custodian.
6. Grant status in Class 2716 Custodial Assistant Supervisor to permanent incumbents in Class 2726 School Custodian Assistant Supervisor.
7. Advise the San Francisco Unified School District and the San Francisco Community College District to amend their Annual Salary Resolutions accordingly.

1535-82

Request to reclassify Planner II positions in the Department of City Planning. (Calendar Item No. 4)

September 20, 1982: Over to the meeting of October 18, 1982 at request of Department of City Planning.

Action: Off calendar at request of Department of City Planning.

1572-82

Certification of highest generally prevailing wage rates, including fringes, in motor bus service occupations in private employment in the San Francisco International Airport area. (Calendar Item No. 8A)

September 20, 1982: Off calendar.

Action: Adopt staff report; advise San Francisco Airport.

CLASSIFICATION AND PAY: (cont')

1594-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Laura Burlew-Lawler 2820 Senior Health Program Planner	Public Health	5	1
October 4, 1982:	1. Request for Laura Burlew-Lawler over to the meeting of October 18, 1982 at the request of the Department. 2. Adopt staff report on all others.		
Action:	Over to the meeting of November 1, 1982 due to lack of a majority vote.		

1597-82

Survey of 19 positions in Class 8214 Parking Control Officer for the San
Francisco Police Department. (Calendar Item No. 8)

Action: Adopt staff report.

1. Reallocate 19 positions in Class 8214 Parking Control
Officer for the San Francisco Police Department as
follows:

1-1404 Clerk	1-1444 Clerk Stenographer
13-1424 Clerk Typist	1-1803 Police Statistical Clerk
3-1426 Senior Clerk Typist	
2. Advise the department to amend its 1983-84 budget to
reflect this action.

1614-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
152-82/83	Public Works	Shapiro, Okino, Hom Associates
153-82/83	Public Works	Hales Testing Laboratories
154-82/83	Public Works	Testing Engineers, Inc.
155-82/83	Port Commission	Touche Ross
156-82/83	Port Commission	D.L. Glaze Company
157-82/83	Port Commission	Elizabeth Robbins
158-82/83	City Planning	University of California, Berkeley
159-82/83	Mayor's Office of Economic Development	San Francisco Industrial Development Authority
160-82/83	Controller	The Cameron Group, Inc.
161-82/83	Controller	R.J. Systems
162-82/83	District Attorney	Richard Grosboll
163-82/83	Chief Administrative Officer	Eric Hasseltine
164-82/83	Recreation and Park	Linda Wilgus

CLASSIFICATION AND PAY: (cont')

1614-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
165-82/83	Public Health	Patricia Rodriguez
166-82/83	Public Health	Executive Consulting Inc.
167-82/83	Public Health	Laventhal & Horwath, CPA
168-82/83	Public Health	Laventhal & Horwath, CPA
169-82/83	Public Health	Korn/Ferry International
170-82/83	Public Health	International Rescue Committee
171-82/83	Public Health	Richard Shadoan, M.D.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2506-82

From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. 10)

Oral Authorization Numbers: 5212-5402

Action: Approve Oral Authorization 5212 through 5402 until October 18. Staff to prepare report detailing reasons for each oral authorization being required.

Action: Approve oral authorizations 5212 through 5402 until November 1, 1982. Staff to prepare analysis of examination status of each class.

2537-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 11)

Oral Authorization Numbers: 5403-5499

Action: Approve oral authorizations 5403 through 5499 until November 1, 1982. Staff to prepare analysis of examination status of each class.

2541-82

Special Report - Class 1203 Personnel Technician - (Oscar Ortiz)
(Calendar Item No. 9)

Action: Approve without restriction on future employment.

2551-82

From Commissioner Salomon: Proposed amendment to Civil Service Commission Rule 4 - Meetings of the Commission, Section 4.03 - Special Meetings. (Calendar Item No. 11A)

Action: Post for adoption at the meeting of November 1 1982.

RECRUITMENT AND EXAMINATION:

40316-82 Appeal of staff's denial of protests concerning Class 3320 Animal Keeper examination. (Calendar Item No. 14)

Action: Adopt staff report.

1. Question of Timeliness of Original Protests Filed:
Sustain staff's action; confirm that the protests filed were moot and/or not timely and, therefore, protestants do not have rights of appeal to the Civil Service Commission.
2. Nature of Allegations Made In Subject Appeal:
Adopt staff report; deny appeal.
3. Proceed with the canvassing of the eligible list.

40343-82 Request regarding unsuccessful candidates in Classes 2708 Custodian and 2709 School Custodian examination. (Calendar Item No. 12)

September 20, 1982: Over to the meeting of October 4, 1982 at request of Local 400.

October 4, 1982: Over to the meeting of October 18, 1982 by Commission action.

Action: Deny request as untimely. Refer all participants who received a below-passing rating to the EEO Unit to explore the possibilities of other employment. All such persons are also encouraged to avail themselves of the English As a Second Language (EASL) programs offered by the San Francisco Community College District.

40344-82 Appeal of staff's denial of non-acceptance into Assessment Center for Transit Manager I and challenge of certain individuals who were selected. (Calendar Item No. 13)

Action: Over to the meeting of November 1, 1982. Staff to provide appellants' attorney with statistical data requested: 1) Breakdown of race/sex data of all applicants. 2) Breakdown of race/sex data of all qualified persons. 3) Breakdown of race/sex data of all forty-eight persons admitted to the Assessment Center.

40346-82 Special Report - Class Q-2 Police Officer - (Eric Alexis Terrero) (Calendar Item No. 15)

Action: Over to the meeting of November 1, 1982

40347-82 Special Report - Class Q-2 Police Officer - (Lance H. Tavernier) (Calendar Item No. 16)

Action: Off calendar due to untimely appeal.

40369-82 Special Report - Class 8304 Deputy Sheriff - (Wayne L. Hess)

Action: Off calendar. Department to follow medical appeal procedure under Civil Service Commission Rule 15.

RECRUITMENT AND EXAMINATION: (cont')

40378-82 Scheduling of Hearing to consider establishment of passing score in the written examination for Class H-2 Fire Fighter. (Calendar Item no. 17A)

Action: Over to the Special Meeting scheduled for Monday, October 25, 1982 at 2:00 P.M., Department of Public Health Auditorium.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

1. The General Manager, Personnel reported that the Mayor would address the Civil Service Commission at the next meeting on November 1, 1982 on the Management by Objectives (MBO) performance of the Civil Service Commission agency.
2. The General Manager, Personnel reported on his participation in a committee established to recommend solutions to the long-term temporary employee situation.
3. The General Manager, Personnel notified the Commission that he would report on litigation pending at the next meeting.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 18, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 23) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982. The Department of Public Health to submit by Close of Business August 23, 1982 a report detailing the attendance records of all Class 2736 Porters and supervisory classes in this series at the Laguna Honda Hospital. The Commission directed that the staff of the Civil Service Commission - EEO Unit to assume investigation of a discrimination complaint based on sexual harassment filed by Deborah C. Davis and another employee of the Laguna Honda Hospital.

September 20, 1982: Over to the meeting of October 4, 1982 at request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 due to late submission of staff report.

Action: Off calendar. Mr. Batte or his attorney to notify Assistant Secretary when prepared to proceed.

William Castro, 9202 Airport Communications Operator, V-1/E-1, Airports Commission, Communications Division, 9/30/82. (Calendar Item No. 26) (4)

Action: Over to the meeting of November 1, 1982 at his request.

Durwood B. Colville, 2528 Medical Steward, 3/E-2, Department of Public Health, Central Office, 9/20/82. (Calendar Item No. 35) (7)

Action: Over to the meeting of November 1, 1982 at request of Local 400.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 24) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at the request of Ms. Davis's attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at request of her attorney.

October 4, 1982: Over to the meeting of October 18, 1982 due to late submission of staff report.

Action: Off calendar. Ms. Davis or her attorney to notify Assistant Secretary when prepared to proceed.

David Dews, Jr., 9163 Transit Operator, V-138/E-85, Public Utilities Commission, San Francisco Municipal Railway, 9/17/82. (Calendar Item No. 34) (3)

Action: Off calendar. (rescinded by department)

Michele R. DeNomie, Q-2 Police Officer, 53/E-96, San Francisco Police Department, Support Services Bureau, 9/10/82. (Calendar Item No. 28) (4)

Action: Over to the meeting of November 1, 1982 at her request.

Reconsideration of Civil Service Commission action of September 20, 1982 (Commissioners Texidor del Portillo, Lee and Powell):
Doris Dixon, Q-2 Police Officer, 115/E-94, San Francisco Police Department, Garage Division, 8/20/82. (Calendar Item No. 27) (4)

September 20, 1982: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Over to the meeting of November 1, 1982 due to lack of quorum.

Oscar A. Fortson, 9163 Transit Operator, 149/E-113, Public Utilities Commission, San Francisco Municipal Railway, 9/13/82. (Calendar Item No. 37) (7)

Action: Over to the meeting of November 1, 1982 at request of his attorney.

Artis Funches, 2760 Laundry Worker, 24/E-12, Department of Public Health, San Francisco General Hospital Medical Center, 10/6/82. (Calendar Item No. 36) (7)

Action: Over to the meeting of November 1, 1982 due to lack of quorum.

Request from the Department of Public Health to clarify Civil Service Commission action of September 20, 1982 in the termination of the entrance probationary appointment of James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 22) (4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at the department's request.

August 27, 1982: Over to the meeting of September 20, 1982 at request of his attorney.

September 20, 1982: Refer to the Director of Public Health for reconsideration.

Action: Off calendar.

Vernelle M. Gomez, Q-2 Police Officer, 124/E-96, San Francisco Police Department, Support Services Bureau, 9/10/82. (Calendar Item No. 29) (4)

Action: Over to the meeting of November 1, 1982 due to lack of quorum.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79. (Calendar Item No. 21) (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

September 22, 1979: Over to the meeting of October 20, 1980. The Sheriff's is requested to send a representative to present the reasons for the termination.

October 20, 1980: Disapprove. Reinstate to position. Question of back pay to be determined at a future meeting.

December 15, 1980: Off calendar. Refer to City Attorney for opinion.

Action: Over to the meeting of November 15, 1982 at request of his attorney.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 25) (4)

June 21, 1982: Over to the first meeting in September at the request of his attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of his attorney.

Action: Over to the meeting of November 1, 1982 due to lack of quorum.

Myron Lee, 9704 Employment & Training Specialist II, LT, Mayor's Office of Employment and Training, 8/24/82. (Calendar Item No. 18) (1)

September 20, 1982: Over to the meeting of October 4, 1982 at request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at his request.

Action: Over to the meeting of November 1, 1982 at request of his attorney.

John H. McGary, 7530 Street Cleaner, 30/E-8, Department of Public Works, Street Cleaning Division, 9/17/82. (Calendar Item No. 33) (3)

Action: Off calendar. (rescinded by department)

Richard L. Norton, Q-2 Police Officer, 3/E-95, San Francisco Police Department, Mission Station, 9/21/82. (Calendar Item No. 31) (6)

Action: Over to the meeting of November 1, 1982 at his request.

Jacqueline Trefault, 2320 Registered Nurse, 17/E-609, Department of Public Health, San Francisco General Hospital Medical Center, 8/30/82 (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of July 21, 1982 (Commissioners Texidor del Portillo, Lee and Powell):

Ronald L. Yee, Q-2 Police Officer, 130/E-93, San Francisco Police Department, Northern Station, 6/7/82. (Calendar Item No. 30) (6)

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Over to the Special Meeting of July 21, 1982.

July 21, 1982: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Over to the meeting of November 1, 1982 due to lack of quorum.

Kam Yu, 1426 Senior Clerk Typist, LT, San Francisco Unified School District, Classified Personnel Division, 9/7/82. (Calendar Item No. 19) (1)

October 4, 1982: Over to the meeting of October 18, 1982 at the request of Local 400.

Action: Over to the meeting of November 1, 1982 at request of Local 400.

William Zahiroff, 2905 Senior Eligibility Worker, LT, Department of Social Services, 9/24/82. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 15, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

NOV 26 1982

SAN FRANCISCO LIBRARY

Present: Commissioner Gloyd
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Salomon presided as president pro tem

MINUTES: Regular Meeting of November 1, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1173-82 Reconsideration of Civil Service Commission action of April 29, 1982 (Commissioner Gloyd, Lee and Salomon):
Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 4)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding and audit of all positions of Commission/Board secretaries.

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Off calendar.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of the Board of Education.

October 18, 1982: Over to the meeting of November 15, 1982 due to absence of Commissioner Powell.

Action: Over to the Special Meeting of November 29, 1982 for a full Commission.

CLASSIFICATION AND PAY: (cont')

1281-82	Request for approval of modified work schedule pursuant to Section IIA.1 of the Annual Salary Standardization Ordinance. (Calendar Item No. 7)			
	April 19, 1982:	Adopt staff report. Approve request of the Department of Public Health for modified work schedules for six months. Department to submit written report of the six (6) months experience.		
	Action:	Adopt staff report. Approve request of the Department of Public Health for modified work schedule.		
1387-82	Salary history/comparison between the Real Property Appraiser Series and the Right-Of-Way Agent Series. (Calendar Item No. 6)			
	June 21, 1982:	Over to the meeting of July 19, 1982.		
	July 19, 1982:	Over to the meeting of September 20, 1982.		
	September 20, 1982:	Over to the meeting of October 18, 1982 at request of attorney Irwin Leff.		
	October 18, 1982:	Over to the meeting of November 15, 1982 at request of attorney Irwin Leff.		
	Action:	Off calendar at the request of attorney Irwin Leff.		
1626-82	Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)			
<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>	
Jean Lum 1492 Assistant to Clerk of the Board	Board of Supervisors	5	1	
November 1, 1982:	1. Request for Robert Podesta off calendar. 2. Request for Jean Lum over to the meeting of November 15, 1982 at request of Department. 3. Adopt staff report on all others.			
Action:	Over to the meeting of November 29, 1982 at the request of department.			
1672-82	Classification survey of ten positions in various City Departments. (Calendar Item No. A)			
<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>	
S.F. Community College District Dept. 14	1	3537 Technical Instructional Assistant, Media Services Manager (Sch. 42.7 \$748B903)	Same - Coordinates media services for Centers Division; supervises scheduling, distribution and maintenance of multi-media equipment; instructs faculty and staff in proper use of equipment.	

CLASSIFICATION AND PAY: (cont')

1672-82
(CONT')

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
S.F. Community College District Dept. 14	1	1630 Account Clerk (Sch. 35.6 \$536B647)	1632 Sr. Account Clerk (Sch. 38.6 \$617B745). Maintains a variety of important financial records for the college Business Office including cash receipts, disbursements and appropriation accounts; assists in preparation of bank reconciliation statements; prepares monthly trial balance.
S.F. Unified School District Dept. 07	1	1844 Senior Management Assistant (Sch. 48.5 \$984B1191)	Same - Reviews, analyzes and recommends on budget requests; serves as primary assistant to Budget and Finance Coordinator in areas of Planning, control, systems design and evaluation.
Public Health Laguna Honda Dept. 85	2	2320 Registered Nurse (\$925B1096)	Same - Provides professional nursing care to patients at Laguna Honda Hospital; assists physicians with treatments, administers medication and observes and maintains records of patients' conditions.
Public Health S.F. General Hospital Dept. 86	3	1450 Principal Clerk Stenographer (Sch. 40.8 \$684B826)	Same - Performs responsible stenographic work as secretary to Hospital Associate Administrator or the Director of Nursing at SFGH Medical Center. Duties include taking dictation, functioning as secretary to special committees and supervision of subordinate clerical staff.
Controller EDP Dept. 09	1	1655 Systems Accountant (Sch. 48.9 \$1003B 1214)	1652 Sr. Accountant (Sch. 43.9 \$792B956). Prepares cost statements and charges against work order funds; analyzes FAMIS reports; assists in budget preparation; audits expenditures of EDP users; updates billing system to ensure prompt transfer of funds.
Police Dept. 38	1	1444 Clerk Stenographer (Sch. 35.8 \$541B652)	1426 Sr. Clerk Typist (Sch. 36.9 \$570B688). Composes and types correspondence; maintains records and files; sets priorities; works under general supervisions.

Action: Adopt staff report.

CLASSIFICATION AND PAY: (cont')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
186-82/83	District Attorney	San Francisco State
187-82/83	District Attorney	U.C. Berkeley
188-82/83	District Attorney	Hastings
189-82/83	Social Services	Dr. Martin Glasser, M.D.
190-82/83	Social Services	Carolyn B. Block, Ph.D.
191-82/83	Social Services	Luz-Mary Harris, Ph.D.
192-82/83	Social Services	J. Donald Cohon, Ph.D.
193-82/83	Civil Service Commission	Bay Area Salary Survey Committee (BASSC)
194-82/83	Controller	West Marin Associates, Inc.
195-82/83	Controller	Mark Mathisen
196-82/83	Mayor's Office of Economic Development	Sarah Miller
197-82/83	Public Works	C.W. Mayhew & H.L. Thiederman, Architects, Inc.
198-82/83	Public Works	Dames & Moore
199-82/83	Public Works	Testing Engineers, Inc.
200-82/83	Public Health	International Institute
201-82/83	Public Health	Catholic Social Services
202-82/83	Public Health	Center for Human Development
203-82/83	Public Health	Picture Perfect Productions
204-82/83	Public Health	Le Tai Rieu, M.D.
205-82/83	Art Commission	Helaine Fortgana
206-82/83	Public Utilities	BTU Consultants
207-82/83	Public Utilities	Environmental Impact Planning, Corp.
208-82/83	Public Utilities	Golden Gate Energy Center
209-82/83	Public Works-Clean Water	Jefferson Associates
Action:	Adopt staff report; notify the offices of the Controller and the purchaser.	

IN-SERVICE ACTIVITIES:

2581-82

Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for certain classes. (Calendar Item No. C)

Action: 1. Consideration of Class 2233 Supervising Physician Specialist, Class 2246 Assistant Director of Clinical Services I, and Class 2248 Assistant Director of Clinical Services II continued to the meeting of November 29, 1982.

2. Adopt balance of item as amended.

2611-82

Request by Public Utilities Commission to make non-Civil Service appointment in Class 9139 Transit Supervisor from the pool of applicants in the examination process. (Calendar Item No. 8)

Action: Approve request.

2620-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 9)

Oral Authorization Numbers: 5747-5855

Action: 1. Oral Authorization Number 5789 over to the meeting of November 29, 1982.

2. Approve all others.

2621-82

Request for Designated Bilingual Positions, Civil Service Commission. (Calendar Item No. B)

Action: Approve.

RECRUITMENT AND EXAMINATION:

40158-82

Requests for Civil Service Commission hearing on the 1981 Q-80 Captain, Police Department Examination. (Calendar Item No. 10)

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Over to the meeting of July 6, 1982 at 1:00 P.M. in Room 2C City Hall.

July 6, 1982: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).

July 19, 1982: (In Executive Session): Calendar motion to rescind July 6, 1982 action.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: 1. Rescind action of July 6, 1982.

2. Schedule new evidentiary hearing at a date in approximately six (6) weeks.

October 4, 1982: Over to the meeting of November 15, 1982 at request of City Attorney.

Action: Over to the meeting of December 6, 1982 at request of City Attorney.

RECRUITMENT AND EXAMINATION: (cont')

40388-82 Special Report - Class Q-2 Police Officer - (Charles L. Boothe)
(Calendar Item No. 12)

Action: Over to the meeting of November 29, 1982 at Mr.
Boothe's request.

40392-82 Special Report - Class 8304 Deputy Sheriff - (Roberto R. Ortega, Jr.)
(Calendar Item No. 11)

November 1, 1982: Over to the meeting of November 15, 1982.

Action: Over to the meeting of November 29, 1982 at Mr. Ortega's
request.

40417-82 Request from the General Manager, Personnel for permission to enter into
an agreement for the purpose of providing facilities for an assessment
center. (Calendar Item No. 13)

Action: Authorize the General Manager, Personnel to enter into an
agreement with the Holiday Inn for provision of facilities
for examination purposes.

40429-82 Protests of examination announcement for Class 9139 Transit Supervisor.
(Calendar Item No. 14)

Action: 1. Amend announcement to provide for the award of
twenty (20) extra points for persons in any
class who have been employed at the San Francisco
Municipal Railway who have gained knowledge of
the operation of the San Francisco Municipal Railway
which may be transferable to positions in Class 9139
Transit Supervisor.

2. Amend announcement to delete the provision regarding
the tenure of the eligible list.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 15, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Stephen D. Aron, 2606 Senior Food Service Worker, LT, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/82 (Calendar Item No. 15) (1)

November 1, 1982: Over to the meeting of November 15, 1982 at request of the Department of Public Health.

Action: Over to the meeting of November 29, 1982 at request of his attorney.

Kenny I. Bankhead, 1424 Clerk Typist, 2/CPE-6, Department of Public Health, Laguna Honda Hospital, 11/1/82. (Calendar Item No. 21) (4)

Action: Over to the meeting of December 6, 1982 at the request of his attorney.

William F. Castro, 9202 Airport Communications Operator, V-1/CPE-1, Airports Commission, 9/30/82. (Calendar Item No. 20) (4)

October 18, 1982: Over to the meeting of November 1, 1982 at his request.

November 1, 1982: Over to the meeting of November 15, 1982 at request of Local 400.

Action: No restriction on future employment.

James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 19) (4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at the department's request.

August 27, 1982: Over to the meeting of September 20, 1982 at request of his attorney.

September 20, 1982: Refer to the Director of Public Health for reconsideration.

October 18, 1982: Off calendar.

Action: Over to the meeting of November 29, 1982 at request of his attorney.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79. (Calendar Item No. 16) (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

September 22, 1980: Over to the meeting of October 20, 1980. The Sheriff is requested to send a representative to present the reasons for the termination.

October 20, 1980: Disapprove. Reinstate to position. Question of back pay to be determined at a future meeting.

December 15, 1980: Off calendar. Refer to City Attorney for opinion.

October 18, 1982: Over to the meeting of November 15, 1982 at request of his attorney.

Action: Over to the meeting of November 29, 1982 at request of his attorney.

Larry Kester, 2587 Health Worker III, 9/CPE-1, Department of Public Health, Laguna Honda Hospital, 10/31/82. (Calendar Item No. 22) (4)

Action: Off calendar. (Termination rescinded).

Alice Newton, 2736 Porter, LT, Department of Public Health, Laguna Honda Hospital, 10/31/82. (Calendar Item No. 18) (1)

Action: Future employment subject to medical clearance.

Michael D. Tong, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/12/82. (Calendar Item No. 17) (1)

Action: Over to the meeting of November 29, 1982 due to non-representation by the Public Utilities Commission.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo	President
Louis Hop Lee	Vice President
Howard S. Gloyd	Commissioner
Genevieve Powell	Commissioner
Darrell J. Salomon	Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

*Calendar
Action Items* NOVEMBER 29, 1982

PART I - 2:00 P.M.

LURIE ROOM, MAIN PUBLIC LIBRARY
LARKIN AT McALLISTER STREETS

DOCUMENTS DEP.

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Texidor del Portillo presided

DEC 20 1982

*SAN FRANCISCO
PUBLIC LIBRARY*

MINUTES: Regular Meeting of November 15, 1982

Action: Approve.

CLASSIFICATION AND PAY:

1173-82 Reconsideration of Civil Service Commission action of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 5)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding and audit of all positions of Commission/Board Secretaries.

CLASSIFICATION AND PAY: (cont')

1173-82
(CONT')

July 6, 1982: Over to the meeting of July 19, 1982.
July 19, 1982: Off calendar.
October 4, 1982: Over to the meeting of October 18, 1982 at the request of the Board of Education.
October 18, 1982: Over to the meeting of November 15, 1982 due to absence of Commissioner Powell.
November 15, 1982: Over to the meeting of November 29, 1982 for a full Commission.
Action: Over to the meeting of December 6, 1982 at the request of the Board of Education.

1626-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jean Lum 1492 Assistant to Clerk of the Board	Board of Supervisors	5	1
November 1, 1982:	Request for Jean Lum over to the meeting of November 15, 1982 at request of Department.		
November 15, 1982:	Over to the meeting of November 29, 1982 at the request of Department.		
Action:	Deny staff report. Grant request to appoint Jean Lum at Step 5 in the compensation schedule for Class 1492 Assistant to Clerk of the Board pending the Controller's certification that funds are available.		

1689-82

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 4)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Archibald Lee 1875 Sr. Software Analyst	Controller/Data Processing	5	5
Carmen Robinson 1424 Clerk Typist	Airports Commission	5	5
Jeanne Scott 9204 Airport Communications Supervisor	Airports Commission	3	3
Robert Podesta 8184 Chief Attorney II	District Attorney	5	5
Action:	Adopt staff report.		

CLASSIFICATION AND PAY: (cont')

1696-82 Request to establish a new classification of Deputy Director, Commission on the Aging. (Calendar Item No. 6)

Action: Adopt staff report as amended to delete the recommendation to abolish Class 9724 Specialist in Aging III.

1. Establish a new classification and position of 2985 Deputy Director, Commission on the Aging (J,Z, Sch. 54.2 \$1291B1565).
2. Amend Annual Salary Ordinance Section 260000 to reflect this action.
3. Advise the Examination Unit that an examination will be necessary for the new classification.
4. The department has submitted a supplemental appropriation request to adjust its budget.

IN-SERVICE ACTIVITIES:

2581-82 Proposed amendment to Appendix B of the Civil Service Commission Rules to require a one-year probationary period for certain classes. (Calendar Item No. 7)

November 1, 1982: Post for adoption at the meeting of November 15, 1982.

November 15, 1982: 1. Consideration of Class 2233 Supervising Physician-Specialist, Class 2246 Assistant Director of Clinical Services I, and Class 2248 Assistant Director of Clinical Services II continued to the meeting of November 29, 1982.

2. Adopt balance of items as amended.

Action: Adopt.

2620-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 8)

Oral Authorization Numbers: 5747-5855

November 15, 1982: 1. Oral Authorization Number 5789 over to the meeting of November 29, 1982.

2. Approve all others.

Action: Over to the meeting of December 6, 1982 due to Commissioner Salomon's absence.

2669-82 From the heads of various department requesting authorization to make non-Civil Service appointments. (Calendar Item No. 9)

Oral Authorization Numbers: 5856-5942

Action: Approve.

RECRUITMENT AND EXAMINATION:

40347-82 Special Report - Class Q-2 Police Officer - (Lance H. Tavernier)
(Calendar Item No. 10)

Action: Over to the Special Meeting of December 13, 1982 by
Commission action.

40388-82 Special Report - Class Q-2 Police Officer - (Charles L. Boothe)
(Calendar Item No. 12)

November 15, 1982: Over to the meeting of November 29, 1982
at Mr. Boothe's request.

Action: Deny staff report; find qualified as to background
in this examination for Class Q-2 Police Officer.

40392-82 Special Report - Class 8304 Deputy Sheriff - (Roberto R. Ortega, Jr.)
(Calendar Item No. 11)

November 1, 1982: Over to the meeting of November 15, 1982
at Mr. Ortega's request.

November 15, 1982: Over to the meeting of November 29, 1982
at Mr. Ortega's request.

Action: Over to the meeting of December 6, 1982 at
Sheriff's request.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

The Commission was presented with a progress report on Class H-2 Fire-fighter examination.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

Commissioner del Portillo requested that a complete written report on Juanita Stockwell, candidate for Class Q-2 Police Officer be calendared for Commission review in the near future.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D.	President
Louis Hop Lee	Vice President
Howard S. Gloyd	Commissioner
Genevieve Powell	Commissioner
Darrell J. Salomon	Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

NOVEMBER 29, 1982

PART II - 3:00 P.M.

LURIE ROOM, MAIN PUBLIC LIBRARY,
LARKIN AT McALLISTER STREETS

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vivian Bailey, 9163 Transit Operator, 1280/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/29/82. (Calendar Item No. 21) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Willie Earl Batte, 2736 Porter, 79/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (4) (Calendar Item No. 16)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982. The Department of Public Health to submit by Close of Business August 23, 1982 a report detailing the attendance records of all Class 2736 Porters and supervisory classes in this series at the Laguna Honda Hospital. The Commission directed that the staff of the Civil Service Commission - EEO Unit to assume investigation of a discrimination complaint based on sexual harassment filed by Deborah C. Davis and another employee of the Laguna Honda Hospital.

September 20, 1982: Over to the meeting of October 4, 1982 at request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 due to late submission of staff report.

October 18, 1982: Off calendar. Mr. Batte or his attorney to notify Assistant Secretary when prepared to proceed.

Action: Dismiss from the Service. Future employment subject to the approval of the General Manager, Personnel. No future employment with the Department of Public Health.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 17) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at the request of Ms. Davis's attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at request of her attorney.

October 4, 1982: Over to the meeting of October 18, 1982 due to late submission of staff report.

October 18, 1982: Off calendar. Ms. Davis or her attorney to notify Assistant Secretary when prepared to proceed.

Action: Over to the Special Meeting of December 13, 1982. The Commission requests the attendance of Constance Davis, Willie Coburn and Deborah Jackson.

James Gilday, 2818 Health Program Planner, V-2/E-1, Department of Public Health, Central Office, Policy and Support Program, 7/30/82. (Calendar Item No. 18) (4)

August 16, 1982: Over to the Special Meeting of August 27, 1982 at the department's request.

August 27, 1982: Over to the meeting of September 20, 1982 at request of his attorney.

September 20, 1982: Refer to the Director of Public Health for reconsideration.

October 18, 1982: Off calendar.

November 15, 1982: Over to the meeting of November 29, 1982.

Action: Off calendar. In accordance with the Commission's authority under Charter Section 3.661, the City Attorney is directed to immediately institute the necessary legal proceedings to seek a court order to expeditiously reinstate Mr. Gilday and to order the Department of Public Health to cease and desist its circumvention of Civil Service Commission Rules.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79. (Calendar Item No. 13) (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

September 22, 1980: Over to the meeting of October 20, 1980. The Sheriff is requested to send a representative to present the reasons for the termination.

October 20, 1980: Disapprove. Reinstate to position: Question of back pay to be determined at a future meeting.

December 15, 1980: Off calendar. Refer to City Attorney for opinion.

October 18, 1982: Over to the meeting of November 15, 1982 at request of his attorney.

November 15, 1982: Over to the meeting of November 29, 1982 at request of his attorney.

Action: Disapprove request for back pay.

Arthur Hughes, 2302 Orderly, 2/E-245, Department of Public Health, San Francisco General Hospital Medical Center, 10/15/82. (Calendar Item No. 19) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

John H. Montano, 6331 Building Inspector, LT, Department of Public Works, Building Inspection, 11/5/82. (Calendar Item No. 14) (1)

Action: Approve. No future employment with the City and County of San Francisco.

Manuela Smith, 1424 Clerk Typist, LT, Department of Social Services, 11/1/82. (Calendar Item No. 15) (1)

Action: Over to the meeting of December 6, 1982 at her request.

Stephen D. Aron, 2606 Senior Food Service Worker, LT, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/82. (Calendar Item No. 15A) (1)

November 1, 1982: Over to the meeting of November 15, 1982. at request of Department of Public Health.

November 15, 1982: Over to the meeting of November 29, 1982 at request of his attorney.

Action: Over to the meeting of December 6, 1982.

Michael D. Tong, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/12/82. (Calendar Item No. 15B) (1)

November 15, 1982: Over to the meeting of November 29, 1982 due to non-representation by the Public Utilities Commission.

Action: Over to the meeting of December 6, 1982.

Clyde A. Younger, 9163 Transit Operator, 1156/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/20/82. (Calendar Item No. 20) (7)

Action: Future employment in Class 9163 Transit Operator subject to the approval of the General Manager, Personnel after one year of satisfactory employment in or out of the City and County Service. No other restriction on future employment.

The Civil Service Commission adjourned its meeting in memory of the Reverend Booker T. Anderson, Jr.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 6, 1982

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 20 1982

SAN FRANCISCO LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd, (Items Missed: 22)
Commissioner Powell
Commissioner Salomon (Items Missed: All of Part II except Item 12)

MINUTES: Special Meeting of November 29, 1982

Action: Over to the Special Meeting of December 13, 1982.

REPORT OF EXECUTIVE SESSION

The Commission announced that it had met in Executive Session with the City Attorney to discuss the recruitment and retention of woman in the San Francisco Police Department and that no action was taken.

CLASSIFICATION AND PAY:

1173-82 Reconsideration of Civil Service Commission action of April 29, 1982 (Commissioners Gloyd, Lee and Salomon): Survey of one position in Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 8)

April 5, 1982: Over to the meeting of April 19, 1982.

April 19, 1982: Over to the Special Meeting of April 29, 1982.

April 29, 1982: Adopt staff report. (Vote of 3 to 2: Commissioners Gloyd and Lee dissenting).

1. Reallocate one position in Class 1550 Executive Assistant to the Board of Education (Sch. 48.8 \$998B1200) to Class 1528 Administrative Secretary (Sch. 40.8 \$684B826).
2. Abolish Class 1550 Executive Assistant to the Board of Education.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
4. Staff directed to report back on May 17, 1982 regarding and audit of all positions of Commission/Board Secretaries.

July 6, 1982: Over to the meeting of July 19, 1982.

July 19, 1982: Off calendar.

1173-82
(CONT')

CLASSIFICATION AND PAY: (continued)

October 4, 1982: Over to the meeting of October 18, 1982 at the request of the Board of Education.

October 18, 1982: Over to the meeting of November 15, 1982 due to absence of Commissioner Powell.

November 15, 1982: Over to the meeting of November 29, 1982 for a full Commission.

November 29, 1982: Over to the meeting of December 6, 1982 at the request of the Board of Education.

Action: 1. Rescind action of April 29, 1982. (Vote of 3 to 2: Commissioners Powell and del Portillo dissenting):

2. Grant oral authorization for appointment of Esther Casco to this position. (Vote of 3 to 2: Commissioners Powell and del Portillo dissenting).

3. Staff is directed to expedite the examination for this class. (Vote of 5 to 0).

1708-82

Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. B)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by the "Z" symbol. (Vote of 4 to 1: Commissioner del Portillo dissents).

1711-82

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
210-82/83	Airports Commission	Landrum and Brown
211-82/83	District Attorney/ Family Violence Project	Michael Searle
212-82/83	Public Works-Clean Water	Larry Walker Associates
213-82/83	Social Services	Jeree Pawl, Ph.D., U.C. San Francisco
214-82/83	Social Services	Children's Home Society
215-82/83	Real Estate	Haley-Leslie Appraisal Co.
216-82/83	Real Estate	Hamilton and Associates
217-82/83	Art Commission	Mary Fuller
218-82/83	Art Commission	Mary Fuller
219-82/83	Chief Administrative Officer	S.F. Community Recyclers
220-82/83	Chief Administrative Officer	Goldman, Sachs & Co., Inc.
221-82/83	Chief Administrative Officer	Edgar, Dunn & Company
222-82/83	S.F. Port Commission	Janet Hadland Davis
223-82/83	S.F. Port Commission	Alexander, Memishian & Co.

CLASSIFICATION AND PAY: (continued)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
224-82/83	S.F. Port Commission	ROMA Architects
225-82/83	S.F. Port Commission	Edgar, Dunn & Co., Inc.
226-82/83	S.F. Port Commission	Joyce Robertson Heller
227-82/83	Community Development	S.F. Redevelopment Agency
228-82/83	Controller	Jane Irwin Enterprises
229-82/83	Controller	State Controller of California
230-82/83	Public Utilities Commission	Dames & Moore, Donald F. Javete
231-82/83	Retirement System	Arthur Anderson
232-82/83	Retirement System	Hood & Strong
233-82/83	Retirement System	Burns International Security Service, Inc.
234-82/83	S.F. Police Department	NEC Information Systems, Bill Taylor
235-82/83	S.F. Police Department	Hageman, Loring, Skelton, Inc.
236-82/83	Public Health	Planned Parenthood-Alameda/S.F.
237-82/83	Public Health	University of California
238-82/83	Public Health	Asian Women's Health Center
239-82/83	Public Health	Gateway Family Health, Inc.
240-82/83	Public Health	Center for Collaborative Problem Solving
241-82/83	Public Health	Pedro Ruiz
242-82/83	Public Health	International Institute, Miranda Lam
243-82/83	Public Health	University of California (Refugee Mental Health Services)
244-82/83	Public Works	Ditech Corp.
245-82/83	Public Works	Raymond E. Lindahl, Inc.
246-82/83	Public Works	The Engineering Enterprise
247-82/83	Public Works	Parctec
248-82/83	Public Works	Facilities Planning Inc., P.S.
249-82/83	Public Works	Geotechnical Engineering, Inc.
250-82/83	Public Works	Testing Engineers, Inc.
251-82/83	Public Works	Protecting Engineering, Inc.
252-82/83	Public Works	Waste & Water International
253-82/83	Public Health	Dessel Pharmacy

1711-82
(CONT')

CLASSIFICATION AND PAY: (continued)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
254-82/83	Public Health	Pay 'N Save Pharmacy
255-82/83	Public Health	S.F. Peer Review Organization
256-82/83	Public Health	Various Hospitals
257-82/83	Public Health	Ed Leven, Golden Gate University
258-82/83	Retirement System	Alexander & Alexander
259-82/83	S.F. Police Department	Dr. Terry Eisenberg
260-82/83	S.F. Police Department	S.F. Housing Authority

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1736-82

COMMISSIONERS' NEW BUSINESS:

Commissioner Lee presented his report on a proposed policy and procedure for personal services contracts. The Commission took the report under advisement for action at a future meeting. (Calendar Item No. 2)

IN-SERVICE ACTIVITIES:

2116-82

Complaint alleging race, sex, and sexual orientation discrimination under Civil Service Rule 1.03 (f). (Calendar Item No. 11)

Action: Off calendar.

2487-82

Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 9)

September 20, 1982: 1. Extend limited tenure appointment of twelve or more months duration as of June 30, 1982 until October 4, 1982.
 2. Over to the meeting of October 4, 1982.

October 4, 1982: Extend limited tenure appointments until December 6, 1982.

Action: Approve requests until January 3, 1983; calendar for Civil Service Commission review on January 17, 1983.

2582-82

Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles. (Calendar Item No. A)

November 1, 1982: Post for adoption at the meeting of December 6, 1982.

Action: Over to the meeting of January 3, 1983.

IN-SERVICE ACTIVITIES: (continued)

2620-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 10)

Oral Authorization Numbers: 5747-5855

November 15, 1982: 1. Oral Authorization Number 5789 over to the meeting of November 29, 1982.
2. Approval all others.

November 29, 1982: Over to the meeting of December 6, 1982 due to Commissioner Salomon's absence.

Action: Approve.

2693-82 From the San Francisco Fire Commission: Request for approval of amendment to the sick leave provisions of the Rules and Regulations of the Fire Department (Civil Service Commission Rule 22 - Leave of Absence, Section 22.02 - Sick Leave, Subsection A.2.2 - Sick Leave - Members of the Uniformed Ranks of the Police and Fire Departments). (Calenar Item No. C)

Action: Approve.

2701-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)

Oral Authorization Numbers: 5943-6015

Action: Approve.

RECRUITMENT AND EXAMINATION:

40158-82 Requests for Civil Service Commission hearing on the 1981 Q-80 Captain, Police Department Examination. (Calendar Item No. 5)

May 17, 1982: Recessed to May 28, 1982.

May 28, 1982: Over to the meeting of June 7, 1982.

June 7, 1982: Over to the meeting of July 6, 1982 at 1:00 P.M. in Room 2C City Hall.

July 6, 1982: Deny staff report; grant appeal of Roger Maloney and William Scheffler. Amend Eligible List P-16 for Class Q-80 Captain accordingly. (Vote of 3 to 0: Commissioner Texidor del Portillo excused with the consent of the other Commissioners).

July 19, 1982: (In Executive Session): Calendar motion to rescind July 6, 1982 action.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: 1. Rescind action of July 6, 1982.
2. Schedule new evidentiary hearing at a date in approximately six (6) weeks.

October 4, 1982: Over to the meeting of November 15, 1982 at request of City Attorney.

November 15, 1982: Over to the meeting of December 6, 1982 at request of City Attorney.

Action: Off calendar pending court decision.

RECRUITMENT AND EXAMINATION: (continued)

40270-82 Appeal of staff's denial of requests to change minimum requirements on the job announcement for Class 9215 Airport Police Lieutenant. (Calendar Item No. 6)
Action: Adopt staff report; deny appeals. (Vote of 4 to 1: Commissioner Powell dissents).

40392-82 Special Report - Class 8304 Deputy Sheriff - (Roberto R. Ortega, Jr.) (Calendar Item No. 4)
November 1, 1982: Over to the meeting of November 15, 1982 at Mr. Ortega's request.
November 15, 1982: Over to the meeting of November 29, 1982 at Mr. Ortega's request.
November 29, 1982: Over to the meeting of December 6, 1982 at Sheriff's request.
Action: Grant appeal of Roberto R. Ortega, Jr. Find qualified as to background in this examination for Class 8304 Deputy Sheriff.

40447-82 Special Report - Class Q-2 Police Officer - (Kevin M. Baker) (Calendar Item No. 7)
Action: Over to the meeting of January 17, 1983 at request of Mr. Baker's attorney.

40470-82 Lease of property for examination purposes: requesting authorization by the Board of Supervisors by resolution. (Calendar Item No. E)
Action: Adopt staff report.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

No report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 6, 1982

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Stephen D. Aron, 2606 Senior Food Service Worker, LT, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/82. (Calendar Item No. 13) (1)

November 1, 1982: Over to the meeting of November 15, 1982 at request of Department of Public Health.

November 15, 1982: Over to the meeting of November 29, 1982 at request of his attorney.

November 29, 1982: Over to the meeting of December 6, 1982.

Action: Disapprove. Reinstate to position.

Kenny I. Bankhead, 1424 Clerk Typist, 2/CPE-6, Department of Public Health, Laguna Honda Hospital, 11/1/82. (Calendar Item No. 17) (4)

November 15, 1982: Over to the meeting of December 6, 1982 at the request of his attorney.

Action: Return name to list. Future employment subject to medical clearance by a Civil Service Commission designated physician.

Charles Brand, 2143 Hospital Assistant Administrator, LT, Department of Public Health, Laguna Honda Hospital, 11/16/82. (Calendar Item No. 15) (1)

Action: Refer to the General Manager, Personnel for investigation and report. Recalendar for the meeting of January 3, 1983.

Thomas Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations Division, 12/15/81. (Calendar Item No. 21) (6)

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: To remain under waiver of all employment pending final determination by the Civil Service Commission. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

Action: Off calendar.

Clay P. Cael, 7375 Apprentice Stationary Engineer Sewage Plant, 6/JAC ROSTER, Department of Public Works, Water Pollution Control Division, 11/10/82. (Calendar Item No. 18) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Dennis K. Chambers, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/25/82. (Calendar Item No. 16) (1)

Action: Over to the meeting of January 3, 1983.

David B. Chapman, 1222 Senior Payroll & Personnel Clerk, 3/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 11/24/82. (Calendar Item No. 19) (5)

Action: Reinstate to a position in the class from which promoted. Return name to list for Class 1222 Senior Payroll & Personnel Clerk.

Gretchen Franz, 1244 Senior Personnel Analyst, 4/CPE-1, Civil Service Commission, Examination Division, 11/16/82. (Calendar Item No. 22) (2)

Action: Approve. Return name to Holdover Roster under waiver of certification to the Civil Service Commission from this Roster. No other restrictions on future employment.

Vannoy Moore, 1424 Clerk Typist, 98.5/E-175, Department of Public Health, Community Mental Health Services, 11/11/82. (Calendar Item No. 20) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Manuela Smith, 1424 Clerk Typist, LT, Department of Social Services, 11/1/82. (Calendar Item No. 14) (1)

November 29, 1982: Over to the meeting of December 6, 1982.

Action: Approve. Future employment subject to the review and approval of the General Manager, Personnel.

Michael D. Tong, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/12/82. (Calendar Item No. 12) (1)

November 15, 1982: Over to the meeting of November 29, 1982 due to non-representation by the Public Utilities Commission.

November 29, 1982: Over to the meeting of December 6, 1982.

Action: Disapprove. Reinstate to position.

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2/13/82
DEC 20 1982
SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D. President
Louis Hop Lee Vice President
Howard S. Gloyd Commissioner
Genevieve Powell Commissioner
Darrell J. Salomon Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

DECEMBER 13, 1982 - 2:00 P.M.

ROOM 2-C - CITY HALL

DOCUMENTS DEPT.

DEC 20 1982

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd (Items Missed: Continuances & Part II Roll Call)
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Texidor del Portillo presided

CLASSIFICATION AND PAY:

1729-82 Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Controller EDP Dept. 09	2	1731 Computer Operator Trainee (\$505B505)	Same - Operates unit record equipment, learns appropriate processing commands for teleprocessing equipment and large scale computers; assists in problem diagnosis and resolution.
	1	1868 Teleprocessing Tech. (Sch. 41.8 \$717B866)	Same - Surveys, installs monitors and maintains telecommunication networks and equipment; conducts equipment tests; provide emergency troubleshooting services and coordinates repairs.
Purchaser Dept. 91	1	1934 Storekeeper (Sch. 38.8 \$622B752)	Same - Receives, stores and disburses materials and supplies at S.F. General Hospital according to established procedures; maintains inventory records.
	1	1936 Sr. Storekeeper (Sch. 41.3 \$701B846) (Temporary position)	Same - Supervises disposal of all City surplus property, prepares sale documents and notifications; conducts sales and keeps records thereof; deals with prospective buyers and City departmental representatives.

Action: Adopt staff report.

CLASSIFICATION AND PAY: (continued)

1735-82 Request for appointment above the entrance rate. (Calendar Item No. B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Clare Murphy 1816 Actuary	Retirement System	5	4

Action: Adopt staff report.

IN-SERVICE ACTIVITIES:

2604-82 Request for one additional designated bilingual position, Airports Commission. (Calendar Item No. C)

Action: Adopt staff report.

2711-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)

Oral Authorization Numbers: 6016-6066

Action: Approve.

RECRUITMENT AND EXAMINATION:

40347-82 Special Report - Class Q-2 Police Officer - (Lance H. Tavernier) (Calendar Item No. 1)

November 29, 1982: Over to the Special Meeting of December 13, 1982 by Commission action.

Action: Sustain decision of the San Francisco Police Department for this examination for Class Q-2 Police Officer. No restriction on future employment.

40486-82 Special Report - Class Q-2 Police Officer - (Juanita Stockwell) (Calendar Item No. 2)

November 29, 1982: Commissioner del Portillo requested that a complete written report on Juanita Stockwell, candidate for Class Q-2 Police Officer, be calendared for Commission review in the near future.

No action taken.

40487-82 Request for reconsideration of action on key protests in the Sheriff's Department promotional series of examinations. (Calendar Item No. 27)

Action: Over to the meeting of January 3, 1983.

40488-82 Special Report - Class H-40 Battalion Chief examination. (Calendar Item No. 3)

Action: Over to the meeting of January 3, 1983 at the request of Captain Jerry Grey.

RECRUITMENT AND EXAMINATION: (continued)

40518-82 Request to file a late application for the examination for Class 2552 Director of Diversional Activities and Volunteer Services. (Calendar Item No. 3A)

Action: Grant request of Craig Bruce to file a late application for the examination for Class 2552 Director of Diversional Activities and Volunteer Services with the stipulation that his claim and any future claim against the City and County be dropped.

DECEMBER 13, 1982 - 2:00 P.M.

PART II - SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

James Batton, 7409 Electrical Transit Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 11/16/82. (Calendar Item No. 23) (1)

Action: Over to the meeting of January 3, 1983 at his request.

Charles Chan, Q-2 Police Officer, 39/E-93B, San Francisco Police Department, Northern Station, 10/12/82. (Calendar Item No. 12) (6)

Action: Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service.

Calvin Chen, Q-2 Police Officer, 25/E-95, San Francisco Police Department, Northern Station, 11/24/82. (Calendar Item No. 13) (6)

Action: Over to the meeting of January 3, 1983 at his request.

Deborah C. Davis, 2736 Porter, 47/E-52, Department of Public Health, Laguna Honda Hospital, 6/29/82. (Calendar Item No. 8) (4)

July 21, 1982: Over to the meeting of August 2, 1982.

August 2, 1982: Over to the meeting of August 16, 1982.

August 16, 1982: Over to the meeting of September 20, 1982 at request of Ms. Davis's attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at request of her attorney.

October 4, 1982: Over to the meeting of October 18, 1982 due to late submission of staff report.

October 18, 1982: Off calendar. Ms. Davis or her attorney to notify Assistant Secretary when prepared to proceed.

November 29, 1982: Over to the Special Meeting of December 13, 1982. The Commission requests the attendance of Constance Davis, Willie Coburn and Deborah Jackson.

Action: Return name to list. No future employment with the Department of Public Health.

Denise Deshay, 9163 Transit Operator, 659/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/8/82. (Calendar Item No. 25) (2)

Action: Over to the meeting of January 3, 1983 at the request of Transport Workers Union.

Elizabeth A. Frantes, Q-2 Police Officer, 141/E-96, San Francisco Police Department, Northern Station, 11/1/82. (Calendar Item No. 14) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

George F. Gilmore, 9163 Transit Operator, 352/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/6/82. (Calendar Item No. 24) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Thomas R. Green, Q-2 Police Officer, 80/E-95, San Francisco Police Department, Mission Station, 10/19/82. (Calendar Item No. 15) (6)

Action: Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 5) (1)

Action: Over to the meeting of January 3, 1983 at request of his attorney.

Tanya A. Gutierrez, Q-2 Police Officer, 94/E-96, San Francisco Police Department, Support Services Bureau, 11/16/82. (Calendar Item No. 16) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Richard B. Johnson, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 11/15/82. (Calendar Item No. 22) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lester Lewis, 2708 Custodian, 49/E-52, San Francisco Unified School District, Custodial Services, 11/3/82. (Calendar Item No. 7) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Mason Lott, 9163 Transit Operator, 98/E-93, Public Utilities Commission, San Francisco Municipal Railway, 11/10/82. (Calendar Item No. 21) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Alexander Lukin, Q-2 Police Officer, 64/E-94, San Francisco Police Department, Support Services Bureau, 11/3/82. (Calendar Item No. 9) (4)

Action: Over to the meeting of February 7, 1983 at his request.

Jane T. Ono, Q-2 Police Officer, 11/E-96, San Francisco Police Department, Northern Station, 11/22/82. (Calendar Item No. 17) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Gonzalo J. Paz, Q-2 Police Officer, 87/E-95, San Francisco Police Department, Support Services Bureau, 11/8/82. (Calendar Item No. 18) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Melvin L. Pierre, 9163 Transit Operator, 1456/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/15/82. (Calendar Item No. 26) (7)

Action: Over to the meeting of January 3, 1983 at his request.

Teddy M. Querubin, Q-2 Police Officer, 385/E-90, San Francisco Police Department, Mission Station, 10/21/82. (Calendar Item No. 19) (6)

Action: Over to the meeting of January 3, 1983 at his request.

Reginald B. Reese, Q-2 Police Officer, 8/E-96, San Francisco Police Department, Support Services Bureau, 10/27/82. (Calendar Item No. 10) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Randolph L. Taylor, Q-2 Police Officer, 4/E-94, San Francisco Police Department, Support Services Bureau, Crime Lab, 11/30/82. (Calendar Item No. 11) (4)

Action: Over to the meeting of January 3, 1983 at request of his attorney.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street & Sewer Repair Division, 11/17/82. (Calendar Item No. 6) (2)

Action: Over to the meeting of January 3, 1982 at his request.

Donald Williams, 2586 Health Worker II, LT, Department of Public Health, San Francisco General Hospital Medical Center, 11/24/82. (Calendar Item No. 4) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Ivan K. Yee, Q-2 Police Officer, 31/E-94, San Francisco Police Department, Mission Station, 2/22/82. (Calendar Item No. 20) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

The Commission adjourned its meeting in memory of Dorothy Klein, mother of Julie Gibson of its staff.



